



OPEN BIDDING REQUEST FOR BIDS (RFB)

Reference Number: *SADC / RPTC / DSST / 02*

**RFB Title: DESLUDGING OF SEPTIC TANKS AT THE SADC REGIONAL
PEACEKEEPING TRAINING CENTRE IN HARARE, ZIMBABWE.**

1. **SADC Secretariat** is inviting companies not individuals to submit bids for the provision of the following services :

***Requirement: DESLUDGING OF SEPTIC TANKS AT THE SADC REGIONAL
PEACEKEEPINT TRAINING CENTRE IN HARARE, ZIMBABWE***

<i>Quantity</i>	<i>Description</i>
	<i>Detailed specifications are attached on annexure 1 The Tender Document</i>

Non-adherence to the above specifications will lead to bid disqualification

2. You should send only **one quotation** for this requirement alternative bid will not be accepted.
3. Your **quotation** should be addressed to this email:
<https://collab.sadc.int/s/wce6E5rmCRqB9P3> Bidders are advised to submit their proposals during working hours for support in case of any technical problems. The technical support team will not be available after working hours
4. Quotations should be sent to: <https://collab.sadc.int/s/wce6E5rmCRqB9P3> Bidders are advised to submit their proposals during working hours for support in case of any technical problems. The technical support team will not be available after working hours
5. only bids submitted to this email will be considered.
6. There will be a compulsory site visit on the 15 December 2022 at the SADC RPTC Offices in Harare, Zimbabwe. The site visit will commence from 09am to 11 am Zimbabwe Time . Bidders who won't show up in the site visit will be disqualified. Bidders arriving after 11am will not be accepted.
7. Deadline for written request for clarifications is **06 January 2023** at 16:30hrs, Zimbabwe Time. Requests for clarifications should be forwarded to Mr Kudakwashe Mwale at kmwale@sadc.int and copied to Eng. Martin Malongo at mmalongo@sadc.int
8. Deadline for Responses to requests for clarifications is 10 January 2023 at **00:00hrs**.Zimbabwe Time
8. **The deadline for submission of your quotation to the email addresses indicated in item 4 above is: 17 January 2023 at 00:00hrs. Zimbabwe Time. Bids Submitted late will be rejected.**
9. Your quotation should be submitted as per the following instructions and in accordance with the Terms and Conditions of the Standard Purchase Order for SADC which is available on request.
 - a) **PRICES:** The prices should be in United States Dollars, including all duties attached to the sale of the **goods** (such as VAT, customs duties, etc) and transport to the final destination.
 - b) **EVALUATION AND AWARD OF TENDER:** The administrative compliant bidder with the lowest prices and within budget will be awarded the tender.
10. The following Compliance Requirements will be evaluated and non-compliance in any of the following shall lead to **Automatic Disqualification**
 - i. Annex A – Bill of Quantity Form
 - ii. Valid Certificate of incorporation / Company registration certificate
 - iii. Valid Tax clearance certificate
 - iv. Compulsory site visit
 - v. Sworn Statement(Sworn at Commissioner of Oath or Notary)

- **Duly completed Directors and Shareholders Declaration Form**
- **Valid** Vat Certificate or Exemption Certificate only where applicable

11. VALIDITY OF THE OFFER: Your quotations should be valid for a period of 180 days from the date of deadline for submission of quotation.

12. For more details Instructions to bidders and specifications kindly refer to ANNEXTURE 1 TENDER DOCUMENT



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY.

TENDER DOCUMENT

DESLUDGING OF SEPTIC TANKS

FOR

SADC REGIONAL PEACEKEEPING TRAINING CENTRE

TENDER NO: SADC/ RPTC / DSST / 02

**SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT,
PLOT 54385 CBD
P / BAG 0095
GABORONE
BOTSWANA**

NOVEMBER 2022

**TENDER DOCUMENT (TD) – DESLUDGING OF SEPTIC TANKS FOR SADC
REGIONAL PEACEKEEPING TRAINING CENTRE**

Desludging of Septic Tanks for SADC Regional Peacekeeping Training Centre	DATE: NOVEMBER 2022
	REFERENCE: SADC/RPTC / DSST / 02

Dear Sir / Madam:

We kindly request you to submit your quotation for the Desludging of septic tanks at the SADC Regional Peacekeeping Training Centre, as detailed in item 2 of this TD. When preparing your quotation, please be guided by the Bill of Quantities attached hereto as Annex A.

Tender Documents must be submitted on or before **00:00 hours Zimbabwe Time on 17 January 2023** to the email address below:

<https://collab.sadc.int/s/wce6E5rmCRqB9P3> Bidders are advised to submit their proposals during working hours for support in case of any technical problems. The technical support team will not be available after working hours

**THE Head of Procurement
Southern African Development Community
The Provision of Solar Energy at the SADC Regional Peacekeeping
Training Centre in Harare, Zimbabwe.
Tender Number: SADC / RPTC / SOLAR / 02
Plot 54385 CBD
P / BAG 0095
Gaborone, Botswana**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by SADC after the deadline indicated above, for whatever reason, shall not be considered for evaluation. You shall return this document together with the required documents, as they would form the Contract Documents.

Due to COVID19 protocols physical hardcopies will not be accepted.

Any queries relating to this tender should be addressed to the following contacts: Do not use these emails for submission of tenders.

Eng. Martin Malongo

Mr. Kudakwashe Mwale

mmalongo@sadc.int

kmwale@sadc.int

EXPLANATIONS CONCERNING BIDDING DOCUMENTS

Deadline for request for clarifications is 06 January 2023 at 16:30hrs

The Contracting Authority has no obligation to provide additional information after this date.

Deadline for responses to the request for clarifications by the contracting authority is 10 January 2023 , at 00:00hrs. Botswana Time

Deadline for submission of the bids : 17 January 2023 at 00:00Hours Botswana Time

The questions and answers will be published on the SADC Secretariat website: www.sadc.int

Yours faithfully



Thomas Chabwera

Head of Procurement

1 : BACKGROUND INFORMATION

- i. The Southern African development Community Regional Peacekeeping Training Centre (SADC RPTC) is a unit under the Directorate of the Organ on Politics Defence and Security Affairs (OPDSA) of the SADC Secretariat, whose overall goal is to “enhance capacity of SADC at Regional and Member States levels, to coordinate and ensure interoperability of various components and member states in regional and international peacekeeping and multidimensional peace support operations”. This goal is achieved by providing training courses to civilian, military, correctional and police personnel from member states as to enable them participate in Peace Support Operations. The SADC RPTC is located at Crichton Ave, Marlborough, Harare, Zimbabwe.
- ii. Due to persistent overflowing and flooding of the existing septic tanks and soakaways at the SADC RPTC offices, emptying, desludging, and cleaning of the septic tanks and soakaways is needed to restore the functionality of those wastewater disposal services.
- iii. For this purpose, SADC RPTC intends to appoint a company for the emptying and cleaning and desludging of septic tanks and soakaways at the SADC RPTC offices (hereinafter referred to as the “**Project**”), as detailed in this TD and in this connection invites quotations from the Bidders for carrying out / executing the Project.

2. PROJECT SCOPE

The following is the scope and extent of work to be covered in this project.

- 2.1 Empty the septic tanks and soakaways and dispose the sewage into an authorized council sewer system or any other authorized dumping site. There are 5nos septic tanks at the SADC RPTC offices, with a total capacity of approximately 235 cu.m. The sizes of the eight septic tanks are as follows : L x W x D
- 6m x 2m x 3m
 - 7m x 2.5m x 3m
 - 7m x 3.5m x 3m
 - 7m x 2.5m x 3m
 - 3.5m x 1.5m x 3m
 - 5m x 2,5m x 3m
 - 5m x 2,5, x 3m
 - 5m x 2.5m x 3m
- 2.2 Remove sludge and clean the 8 nos septic tanks and soakaways and disposing the debris to an authorized dumping site.
- 2.3 The contractor can propose any other task, deemed necessary for this project.

Other deliverables:

- i. Conduct all the necessary tests and commissioning as per the government specifications
- ii. The contractor will be responsible for obtaining all the approvals and certificates from relevant authorities as necessary
- iii. All work will comply with internationally acceptable standards, statutory and local government requirements.
- iv. The works shall comply with the applicable statutory regulations to avoid infringing with existing laws, regulations, practices and standards.
- v. The contractor will provide a level of supervision that will ensure that work is carried out according to design, specifications and programme.
- vi. The contractor shall attend to all defects during defects liability period.
- vii. The contractor may submit the proposals for any other services that he feels may be appropriate for a project of this nature for the client's consideration.

3: PROJECT SPECIFIC CONDITIONS

Please take note of the following requirements and conditions pertaining to this project.

Submission Email address	septic@sadc.int
Method of TD Submission	Only virtual submissions will be accepted due to COVID19 precautions
Compliance to tender	<p>The following shall constitute compliance to tender:</p> <ul style="list-style-type: none"> • Annex A – Bill of Quantity Form • Valid Certificate of incorporation / Company registration certificate • Valid Tax clearance certificate • Compulsory site visit • Sworn Statement (Sworn at commissioner of Oath or Notary) • Vat Certificate or Exemption Certificate only where applicable •
Date of Tender advertisement date	02 December 2022 , Zimbabwe Time
Compulsory site visit date and time	15 December 2022 from 0900 hours to 11 hours , Zimbabwe Time
Deadline for Requests for Clarifications	06 January 2023 at 15 hours Zimbabwe time
Deadline for the responses to the requests for clarifications	10 January 2023 at 15 hours Botswana Time
Submission Deadline Date and time	17 January 2023 at 0000 hours mid-night zimbabweTime
Validity of Quotation	One Hundred Eighty (180) days
Duration of Contract	To be proposed by Bidder
Currency of Quotation	United States Dollars - USD
Payment Terms	Full Payment on completion of the work as indicated in the scope of works.
Time within which payment to be made after receipt of contractors' certificate.	Thirty (30) calendar days after submission of undisputed claim for measured and valued work.

Amount of Ascertained and liquidated damages	0.5% of contract amount for each month delayed
Form of Contract	SADC Standard Contract For Construction Works. Purchase order to be issued to the winning bidder
Type of Contract	Fixed Price Contract

ANNEXURE A : BILLS OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE USD	AMOUNT USD
1	CONTRACTORS ESTABLISHMENT ON SITE				
1.01	Fixed obligations for mobilization and demobilization of site.	Lump Sum			
Total Carried to summary					
2	EMPTYING OF SEPTIC TANKS AND SOAKAWAYS				
2.01	Empty the 8 nos . septic tanks and soakaways and dispose the sewage into an authorized council sewer system or any other authorized dumping site. There are 5nos septic tanks at the SADC RPTC offices, with a total capacity of approximately 350 cu.m. The sizes of the septic tanks are as indicated in the Project Scope item 2.	Lump Sum			
3	REMOVING SLUDGE AND CLEANING OF SEPTIC TANKS AND SOAKAWAYS				

3.01	Remove sludge and clean the 8 nos septic tanks and soakaways and disposing the debris to an authorized dumping site.	Lump Sum			
Total Carried to summary					

SUMMARY

SECTION	DESCRIPTION	AMOUNT (USD)	
1.01	CONTRACTORS ESTABLISHMENT ON SITE		
2.01	EMPTYING OF SEPTIC TANKS AND SOAKAWAYS		
3.01	REMOVING SLUDGE AND CLEANING OF SEPTIC TANKS AND SOAKAWAYS		
SUB-TOTAL			
ADD 5 % CONTINGENCIES			
SUB-TOTAL			
ADD 14,5 % VAT			
TOTAL CARRIED TO FORM OF QUOTATION			

PROPOSED DURATION OF CONTRACT IN CALENDAR WEEKS	
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4 AWARD CRITERIA

The award will be to the lowest administrative compliant and the one within budget

Bidder Information Form

Date: *[insert day, month, year]*

Page *[insert page number]* of *[insert total number]* pages

This Bid is submitted as <i>["Single Entity" or "Joint Venture/Consortium" delete as appropriate]</i>
<i>(In case of Joint Venture/Consortium) The partner in charge is [insert full legal name]</i>
Bidders' legal name(s): <i>[insert full legal name of the Joint Venture/consortium and of each of the partners]</i>
Bidders' country of constitution: <i>[indicate country of Constitution of the Joint Venture/Consortium and of each of the partners]</i>
Bidders' year of constitution: <i>[indicate year of Constitution of the Joint Venture/Consortium and of each of the partners]</i>
Bidders' legal address in country of constitution: <i>[insert street/ number/ town or city/ country of the Joint Venture/Consortium and of each of the partners]</i>
Bidders' registration number in the country of constitution <i>[indicate the registration number of the Joint Venture/consortium and of each of the partners]</i>
Bidders' authorized representative information <i>[of the Joint Venture/Consortium and of each of the partners]</i> Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of <i>[in case of Joint Venture/Consortium these documents must be provided for each partner of the Joint Venture/Consortium]</i> <input type="checkbox"/> Articles of Incorporation or Documents of Constitution , and documents of registration of the legal entity named above.

Signed *[insert signature(s) of an authorized representative(s) of the Bidder]*

Name *[insert full name of person signing the Bid]*

In the Capacity of *[insert capacity of person signing the Bid]*

Duly authorized to sign the Bid for and on behalf of: Bidder's Name *[insert full name of Bidder]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

TEMPLATE OF THE SWORN STATEMENT

To be submitted on the headed notepaper of the legal entity

concerned <Date>

*To: Southern African Development Community (SADC) RPTC (Regional
Peacekeeping Training Centre*

Crichton Avenue

Marlborough,

Harare, Zimbabwe

Your ref: < Publication reference >

Dear Sir/Madam

*In response to your prequalification notice < Publication reference >, we, <
Name(s) of legal entity or entities>,*

hereby declare that we do not fall into any of the following situations:

- being bankrupt or wound up, are having our affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the SADC member states.*
- have been convicted of offences concerning our professional conduct by a judgment, which has the force of res judicata; (i.e. against which no appeal is possible).*
- have been declared guilty of grave professional misconduct proven by any means which Procuring Entity can justify.*
- have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Procuring Entity' financial interests.*
- are being currently subject to an administrative penalty.*

We further declare that in case we get shortlisted we will provide necessary supporting documents that will prove that we do not fall into any of