



BIDDING DOCUMENT

TENDER NO. ZICA/F/TD/0012/2021

TENDER FOR THE SUPPLY AND DELIVERY OF TWO (2) DOUBLE-CAB MOTOR VEHICLES

Financing Agent: *Zambia Institute of Chartered Accountants (ZICA)*

**ZICA
Accountants Park
2374/A Thabo Mbeki Road
P.O Box 32005,
Lusaka
Zambia
Tel: +260-211-374551-9
Email : lkaira@zica.co.zm**

Bidding Data Sheet

A. General	
1.1	The Employer is Zambia Institute of Chartered Accountants (ZICA) The name and identification number of the Contract is Supply and delivery of two (2) Double-cab Motor Vehicles : Tender Number ZICA/F/TD/0012/2021
1.2	The intended completion date is Twelve (12) months
2.1	The Procuring Entity is ZICA The Project is Supply and delivery of two (2) Double-cab Motor Vehicles
5.3	The Qualification Information and Bidding forms to be submitted are as follows: <ol style="list-style-type: none"> 1. Copy of Certificate of Incorporation or Registration 2. Copy of Tax Clearance Certificate 3. Power of Attorney from the Management/Board of Directors or Company Secretary. 4. Bid Submission Form properly signed by person named in the Power of Attorney. Bids signed by the company directors and/or chief executive officer or their equivalents do not need Power of Attorney 5. Fully signed Bid Securing Declaration form for five (5No.) years. 6. Signed Bid Validity for 90 Days 7. Audited Financial Statements for the last two (2) years (2020 & 2019). 8. Official technical brochure as issued by the manufacturer for the vehicle model proposed by the bidder; and 9. Full manufacturing warranty 10. Manufacturer's Authorization <p>NON-COMPLIANCE WITH THESE REQUIREMENTS WILL RESULT INTO DISQUALIFICATION OF THE BID.</p>
5.4	The information needed for Bids submitted by joint ventures is as follows: <i>N/A</i>
5.5	The qualification criteria in Sub-Clause 4.4 are modified as follows:
5.5(a)	The minimum required annual volume of Services for the successful Bidders in any of the last ten years shall be: <i>N/A</i>
5.5(b)	The experience required to be demonstrated by the Bidders should include as a minimum that they have executed during the last 2 years.

5.5(c)	The essential equipment to be made available for the Contract by the successful Bidder shall be <i>refer to the specifications</i> .
5.5(e)	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be <i>N/A</i>
5.5	Subcontractors' experience <i>N/A</i> be taken into account.
B. Bidding Data	
9.2 and 19.1	The number of copies of the Bid to be completed and returned shall be: One (1) electronic copy
C. Preparation of Bids	
13.1	The additional materials required to be completed and submitted are: N/A
14.4	The Contract <i>shall not be</i> subject to price adjustment in accordance with Clause 6.6 of the Conditions of Contract.
15.1	Local inputs shall be quoted in <i>Zambia Kwacha</i> .
16.1	The period of Bid validity shall be 90 days after the deadline for Bid submission specified in the BDS.
17.1	The Bidder shall provide: <i>Bid Securing Declaration for five years</i> .
17.2	The amount of Bid Security shall be <i>N/A</i> or an equivalent amount in a freely-convertible currency.
18.1	Alternative bids <i>N/A</i> permitted.
18.2	Alternative times for completion are not permitted. If permitted, the range of acceptable completion time is: <i>As per individual assignment</i> . If alternative times for completion are permitted, the evaluation method will be as follows: <i>N/A</i> .
18.4	Alternative technical solutions shall be permitted for the following parts of the Services: <i>N/A</i> . If alternative technical solutions are permitted, the evaluation method will be as follows: <i>N/A</i> .
D. Submission of Bids	
20.2	The Employer's address for the purpose of Bid submission is Accountants Park 2374/A Thabo Mbeki Road Lusaka Tel: +260-211-374551-9

	<p>For identification of the bid the envelopes should indicate: <i>Supply and delivery of two (2) Double-cab Motor Vehicles.</i></p> <p>Bid / Contract Number: <i>ZICA/F/TD/0012/2021</i></p>
21.1	<p>The pre-bid meeting shall not be held.</p> <p>The deadline for submission of bids shall be Friday, 7th May, 2021 at 10:00AM.</p> <p>LATE SUBMISSIONS SHALL NOT BE ACCEPTED</p>
E. Bid Opening and Evaluation	
24.1	Bids will be opened on thereafter.
29.1	<p>All bidders shall Quote in Zambian Kwacha. Bids quoted in foreign currency shall not be accepted.</p> <p>Currency chosen for the purpose of converting to a common currency N/A.</p> <p>Source of exchange rate: N/A</p> <p>Exchange rate date. N/A.</p>
F. Award of Contract	
35.0	The Performance Security acceptable to the Employer shall be the in the Standard Form of N/A.
36.1	The Advance Payment shall be of TBA percent of the Contract Price.
37.1	The Adjudicator proposed by the Employer is TBA. The hourly fee for this proposed Adjudicator shall be TBA. The biographical data of the proposed Adjudicator is as follows: TBA.

Specifications Schedule

No.	Specifications	Compliance Yes/No
	STANDARD GRADE MANUAL DIESEL PROPELLED	
	Double-Cab Motor Vehicle inclusive of ;	
	Canopy	
	Roll Bars	
	Nudge Bar	
	Interior	
1	Power Steering	
2	Cup Holders	
3	Radio AM/FM MP3 CD	
4	Auxiliary Input USB	
5	Bluetooth Audio and Hands-Free	
6	Fabric Seat Material	
7	Air Conditioner (Manual)	
8	Tilt and Telescopic Steering adjustment	
9	Seat Belt Warning Buzzer D + P	
10	Floor Mats	
11	Headlamp Levelling (Manual)	
12	Power Door Lock (4 x 4)	
13	Power Windows (4 x 4) Auto up & Down Driver	
14	4 Speakers	
	Exterior	
15	Black door handle & Outside Mirrors	
16	Mud Guards (Front and Rear)	
17	Electronic Adj-Outside Mirrors	
18	Canopy	
19	Bull-bar	
20	LED Daylight running lights (manual)/Fog lights	
21	Side Steps with Black Covers narrow (for 4 X 2)	
22	Roll Bars	
	Safety	
23	ABS Anti-Lock Braking Systems	
24	EBD Electronic Brake Force Distribution	
25	BA – Brake Assist	
26	High Mounted Brake Light (LED)	
27	Drive & Passenger Airbags (SRS)	
28	Driver Knee Airbag (SRS)	
	Technical	
29	Headlamp 2-Bulb Halogen	
30	Tyre dimension 225/70R 17C	
31	Steel Wheels	
32	80L Fuel Tank Capacity	

33	Rear Differential Lock	
34	Vehicle width 1.800mm	
35	Overall Height 1.815mm	
36	Overall Length 5.325mm	
37	ECO driving Indicator	
38	Steel Spare Tyre	

Price and Completion Schedule - Related Services

Currencies in accordance with ITB Sub-Clause 15					Date: _____
					Tender No: _____
					Page N° _____ of _____
2	3	4	5	6	7
Description of Services (excludes inland transportation and other services required in Zambia to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price per cleaner	Total Price per Service (Col. 5*6 or estimate)
<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per cleaner]</i>	<i>[insert total price per item]</i>
Double –Cab Motor Vehicle		Accountants Park	2		

Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	The name of Procuring Entity: Zambia Institute of Chartered Accountants (ZICA)
1.1(a)	The Adjudicator is <i>ZICA</i>
1.1(e)	The contract name is <i>Supply and delivery of two (2) Double-cab Motor Vehicles.</i>
1.1(h)	The Employer is: <i>ZICA</i>
1.1(m)	The Member in Charge is <i>TBA</i>
1.1(p)	The Service Providers are: <i>TBA</i>
1.4	<p>The addresses are:</p> <p>Accountants Park 2374/A Thabo Mbeki Road P.O Box 32005, Lusaka Zambia Tel: +260-211-374551-9</p> <p>Supplier: <i>TBA</i></p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Employer: _____</p> <p>For the Service Provider: _____</p>
2.1	The date on which this Contract shall come into effect is <i>Soon after contract signing</i>
2.2.2	The Starting Date for the commencement shall be soon after contract signing.
2.3	The Intended Completion Date is after delivery.
3.2.3	Activities prohibited after termination of this Contract are: <i>TBA</i>
3.4	<p>The risks and coverage by insurance shall be: <i>TBA</i></p> <p style="padding-left: 40px;">(i) Third Party motor vehicle <i>N/A</i></p> <p style="padding-left: 40px;">(ii) Third Party liability <u><i>TBA</i></u></p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	(i) Employer’s liability and workers’ compensation <u>TBA</u> (ii) Professional liability <u>TBA</u> (iii) Loss or damage to equipment and property <u>N/A</u>
3.5(d)	The other actions are <u>TBA</u>
3.8.1	The liquidated damages rate is <i>N/A</i> per day The maximum amount of liquidated damages for the whole contract is <i>N/A</i> percent of the final Contract Price.
3.8.3	The percentage <i>5%</i> to be used for the calculation of Lack of performance Penalty(ies) is <i>10%</i> .
5.1	The assistance and exemptions provided to the Service Provider are: <i>N/A</i>
6.2(a)	The amount in local currency is <i>TBA</i>
6.2(b)	The amount in foreign currency or currencies is <i>N/A</i>
6.3.2	The performance incentive paid to the Supplier shall be: <i>TBA</i>
6.4	Payments shall be made according to the following schedule: <ul style="list-style-type: none"> • Upon delivery • The bank guarantee for the advance payment shall be released when the advance payment has been fully amortized.
6.5	Payment shall be made within <i>upon</i> of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4, and within <i>30</i> days in the case of the final payment.
6.6.1	Price adjustment is <i>N/A</i> in accordance with Sub-Clause 6.6. The coefficients for adjustment of prices are <i>N/A</i> :
7.1	The principle and modalities of inspection of the Services by the Employer are as follows: <i>Upon collection</i> The Warranty Period shall be <i>5 years</i> .
8.2.3	The Adjudicator is <i>TBA</i> . Who will be paid a rate of <i>TBA</i> per hour of work. The following reimbursable expenses are recognized: <i>TBA</i>
8.2.4	The arbitration procedures of <i>TBA</i> will be used

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
8.2.5	The designated Appointing Authority for a new Adjudicator is <i>TBA after contract signing</i>

Bid Form

[date]

To: *[name and address of Employer]*

Having examined the bidding documents including addenda No, we offer to execute the *[name and identification number of Contract]* in accordance with the Conditions of Contract, specifications, drawings and activity schedule accompanying this Bid for the Contract Price of *[amount in numbers]*, *[amount in words]* *[names of currencies]*.

The Contract shall be paid in the following currencies:

Currency	Amount payable in currency	Inputs for which foreign currency is required
(a)		
(b)		

We accept the appointment of *[name proposed in the Bidding Data Sheet]* as the Adjudicator.

[or]

We do not accept the appointment of *[name proposed in the Bidding Data Sheet]* as the Adjudicator, and propose instead that *[name]* be appointed as Adjudicator, whose daily fees and biographical data are attached.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the bidding documents and specified in the Bidding Data Sheet.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
(if none, state "none")		

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: _____
 Bid No.: _____
 Alternative No.: _____

To: _____

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of _____ starting on _____, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: _____

In the capacity of: _____

Name: _____

Duly authorized to sign the bid for and on behalf of: _____

Dated on _____ day of _____, _____
 Corporate Seal (where appropriate)