



Infrastructure and Development Bank of Zimbabwe

**STANDARD PROCUREMENT  
DOCUMENT**

**PREQUALIFICATION DOCUMENT FOR  
WORKS**

**ADDENDUM NO. 1**

**CONSTRUCTION OF WATER RETICULATION,  
SEWER RETICULATION, ROADS & STORMWATER  
DRAINAGE AND OFF-SITE WATER & SEWER  
INFRASTRUCTURE FOR EPWORTH PHASE 1:  
KWANGU/NGAKWAMI PRESIDENTIAL TITLE DEEDS  
PROGRAMME**

**AUGUST 2024**

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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**Summary Description**

A brief description of this document is given below.

**Prequalification Document for Procurement of Works**

**PART 1 – PREQUALIFICATION PROCEDURES**

**Section 1. Instructions to Applicants (ITA)**

This Section provides information to help the Applicants in preparing and submitting their Applications for Prequalification (“Applications”). Information is also provided on opening and evaluation of Applications. **Section I contains provisions that are to be used without modification.**

**Section 2. Prequalification Data Sheet (PDS)**

This Section includes provisions that are specific to each prequalification and supplement Section I, Instructions to Applicants.

**Section 3. Qualification Criteria and Requirements**

This Section specifies the methods, criteria, and requirements to be used to determine how Applicants shall be prequalified and later invited to bid.

**Section 4. Application Forms**

This Section includes the Application Submission Form and other forms required to be submitted with the Application.

**Section 5. Eligible Countries**

This Section contains information regarding eligible countries.

**Section 6. Bank Policy – Corrupt and Fraudulent Practices**

This Section provides the Applicants with the reference to the Bank’s policy in regard to corrupt and fraudulent practices applicable to the prequalification process.

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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**PART 2 – SCOPE OF WORKS AND STATEMENT OF REQUIREMENTS**

**Section VII. Scope of Works**

This Section includes a summary description, delivery and completion schedules, and Site and other Data of the Works subject of this prequalification. The Scope of Works may also include a summary of the environmental and social (ES) requirements (including requirements relating to Sexual Exploitation and Assault (SEA)) which are to be satisfied by the Contractor in executing the Works

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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**Standard Bidding Document**

**Table of Contents**

<b>PART 1 – PREQUALIFICATION PROCEDURES</b>	<b>6</b>
<b>Section 1: Instructions to Applicants</b>	<b>6</b>
<b>Section 2: Prequalification Data Sheet (PDS)</b>	<b>22</b>
<b>Section 3. Qualification Criteria and Requirements</b>	<b>28</b>
<b>Section 4. Application Forms</b>	<b>38</b>
<b>Application Submission Form</b>	<b>39</b>
<b>Section 5: Eligible Countries</b>	<b>55</b>
<b>Section 6: Bank Policy – Corrupt and Fraudulent Practices</b>	<b>56</b>
<b>PART 2 – SCOPE OF WORKS AND STATEMENT OF REQUIREMENTS</b>	<b>58</b>
<b>Section 7. Scope of Works</b>	<b>58</b>

**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

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**PART 1 – PREQUALIFICATION PROCEDURES**

**Section 1: Instructions to Applicants**

**Table of Clauses**

<b>A. General</b>	<b>7</b>
1. Scope of Bid.....	7
2. Source of Funds .....	7
3. Corrupt and Fraudulent Practices.....	7
4. Eligible Applicants.....	8
<b>B. Contents of Prequalification Document</b>	<b>10</b>
5. Sections of Prequalification Document.....	10
6. Clarification of Prequalification.....	11
7. Amendment of Prequalification Document .....	11
<b>C. Preparation of Applications</b>	<b>12</b>
8. Cost of Application .....	12
9. Language of Application.....	12
10. Documents Comprising the Application.....	12
11. Documents Establishing Eligibility .....	13
12. Documents Establishing Qualification.....	13
13. Signing of the Application and number of copies.....	14
<b>D. Submission and Opening of Bids</b>	<b>14</b>
14. Sealing and Marking of Bids .....	14
15. Deadline for Submission of Bids .....	14
16. Late Applications .....	15
17. Withdrawal and Replacement of Applications .....	15
18. Opening of Applications .....	15
<b>E. Procedure for Evaluation of Applications</b>	<b>16</b>
19. Confidentiality .....	16
20. Clarification of Applications.....	16
21. Compliance and Responsiveness of Applications .....	16
22. Margin of Preference .....	17
23. Sub-contractors .....	17
<b>F. Evaluation of Applications and Prequalification of Applicants</b>	<b>18</b>
24. Evaluation of Applications.....	18
25. Employer’s Right to Accept or Reject Applications.....	20
26. Prequalification of Applicants .....	20
27. Notification of Prequalification .....	20
28. Invitation for Bids .....	20
29. Changes in Qualifications of Applicants .....	21

## **Section 1. Instructions to Applicants**

### **A. General**

#### **1. Scope of Bid**

- 1.1 The Employer, as defined in the Prequalification Data Sheet (PDS), invites bids for the construction of Works, as described in the BDS. The name and Request For Bids number of the Contract and number of lots in this Prequalification are provided in the BDS. The Instructions to Applicants (ITA) should be read in conjunction with the BDS.
- 1.2 The successful Applicant will be expected to complete the Works by the Intended Completion Date specified in the Special Conditions of Contract (SCC).
- 1.3 Throughout this Prequalification:
  - (a) the “Employer” means the procuring and disposing entity; and
  - (b) the “Contractor” means the Contractor.
- 1.4 Procurement will be undertaken in compliance with the Public Procurement and Disposal of Public Assets Act, 2016 and Public Procurement Regulations, 2017.

#### **2. Source of Funds**

- 2.1 The Employer has an approved budget from the Government of Zimbabwe funds towards the cost of the procurement named in the BDS. The Employer intends to use these funds to finance a contract for which this Prequalification is issued.
- 2.2 Payments will be made directly by the Employer and will be subject in all respects to the terms and conditions of the resulting contract placed by the Employer.

#### **3. Corrupt and Fraudulent Practices**

- 3.1 It is the Government of Zimbabwe’s policy to require that Employers, as well as Applicants and Contractors, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, the Government of Zimbabwe;
  - (a) defines, for the purposes of this provision, the terms set forth below as follows:
    1. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value, to influence the action of a public official in the procurement process or in contract execution;
    2. “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
    3. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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4. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (b) will reject a recommendation for award if it determines that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
  - (c) will suspend a Contractor from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Contractor has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.
- 3.2 Furthermore, Applicants shall be aware of the provision stated in ITA Sub-Clause 23.2 and ITA Sub-Clause 61.2(h) of the General Conditions of Contract (GCC).
- 3.3 In pursuit of the policy defined in ITA Sub-Clause 3.1, the Employer may terminate a contract for Works and recommend to the Authority that a Contractor be declared ineligible to participate in procurement proceedings with any procuring entity, if the Authority at any time determines that corrupt or fraudulent practices were engaged in by representatives of the Employer or of An Applicant or Contractor during the procurement or the execution of that contract.
- 3.4 In pursuit of the policy defined in ITA Sub-Clause 3.1, the Government of Zimbabwe requires representatives of both the Employer and of Applicants and Contractors to adhere to the relevant codes of conduct as defined in Sections 70, 71 and 72 of the PPDA Act 2016. The Code of Conduct for Applicants and Contractors as provided in the bidding forms shall be signed by the Applicant and submitted together with the other bidding forms.

#### **4. Eligible Applicants**

- 4.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:
  - (a) the Applicant has the legal capacity to enter into a contract;
  - (b) the Applicant is not:
    - (i) insolvent;
    - (ii) in receivership;
    - (iii) bankrupt; or
    - (iv) being wound up
  - (c) the Applicant’s business activities have not been suspended;
  - (d) the Applicant is not the subject of legal proceedings for any of the circumstances in (b); and

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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- (e) the Applicant has fulfilled his or her obligations to pay taxes and social security contributions in Zimbabwe.
- 4.2 An Applicant may be a natural person, private entity, government-owned entity—subject to ITA Sub-Clause 4.6 - or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. Joint ventures, consortia and associations shall comply with the requirements of ITA Clause 6.
- 4.3 An Applicant, and all parties constituting the Applicant including sub-contractors, shall have the nationality of an eligible country, in accordance with Section 5, Eligible Countries. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen or is constituted or incorporated and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors for any part of the Contract.
- 4.4 An Applicant, and all parties constituting the Applicant including sub-contractors, shall not have a conflict of interest. All Applicants found to have a conflict of interest shall be disqualified. An Applicant may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- (a) have controlling shareholders in common; or
  - (b) receive or have received any direct or indirect subsidy from any of them; or
  - (c) have the same legal representative for purposes of this bid; or
  - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Applicant, or influence the decisions of the Employer regarding this bidding process; or
  - (e) submit more than one bid in this bidding process, except for alternative bids permitted under ITA Clause 19. However, this does not limit the participation of subcontractors in more than one bid, or as Applicants and subcontractors simultaneously; or
  - (f) is associated, or has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the Works, and any of its affiliates, shall not be eligible to bid.
- 4.5 A firm that is debarred by the Authority under Section 58 (1) (b) or (c) of the Procurement Regulations 2017, at the date of the deadline for bid submission or thereafter before contract signature, shall be disqualified.
- 4.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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- 4.7 Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.
- 4.8 To establish their eligibility in accordance with ITA Clause 4, Applicants shall complete the eligibility declarations in the Bid Submission Sheet, included in Section 4, Bidding Forms and submit the documents required in Section 3, Evaluation Methodology and Criteria.
- 4.9 An Applicant whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract, shall immediately inform the Employer.
- 4.10 All materials, equipment and services to be used in the performance of the contract shall have as their country of origin an eligible country in accordance with Section 5, Eligible Countries.
- 4.11 An Applicant shall not be under suspension from bidding by the Employer as the result of the execution of a Bid–Securing Declaration.
- 4.12 An Applicant shall provide such evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request.
- 4.13 **Eligibility:** Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated in Section 5. The countries, persons or entities are ineligible if (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

**B. Contents of Prequalification Document**

**5. Sections of Prequalification Document**

- 5.1 The Prequalification consists of Parts 1 and 2 which includes all the Sections indicated below and should be read in conjunction with any addenda issued in accordance with ITA Clause 12.

**PART 1 Prequalification Procedures**

- Section 1. Instructions to Applicants (ITA)
- Section 2. Prequalification Data Sheet (PDS)
- Section 3. Qualification Criteria and Requirements
- Section 4. Bidding Forms
- Section 5. Eligible Countries
- Section 6. Bank Policy – Corrupt and Fraudulent Practices

## **PART 2 Scope of Work and Statement of Requirements**

- Section 7. Scope of work

- 5.2 Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Bid meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 12. In case of any discrepancies, documents issued directly by the Employer shall prevail.
- 5.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

### **6. Clarification of Prequalification**

- 6.1 A prospective Applicant requiring any clarification of the Prequalification shall contact the Employer in writing at the Employer's address indicated in the PDS. The Employer will respond in writing to any request for clarification, provided that such request is received no later than the date indicated in the PDS. The Employer shall forward copies of its response to all Applicants who have acquired the Prequalification directly from it, including a description of the inquiry but without identifying its source. Should the Employer deem it necessary to amend the Prequalification as a result of a clarification, it shall do so following the procedure under ITA Clause 12 and ITA Sub-Clause 21.2.
- 6.2 If indicated in the **PDS**, the prospective Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the **PDS**. During this pre-Application meeting, prospective Applicants may request clarification of the project requirement, the criteria for qualifications or any other aspects of the Prequalification Document.
- 6.3 Minutes of the pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Document. Any modification to the Prequalification Document that may become necessary as a result of the pre-Application meeting shall be made by the Employer exclusively through the use of an Addendum pursuant to ITA 7. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

### **7. Amendment of Prequalification Document**

- 7.1 At any time prior to the deadline for submission of application, the Employer may amend the Prequalification by issuing an addendum.

- 7.2 Any addendum issued shall be part of the Prequalification and shall be communicated in writing to all who have obtained the Prequalification directly from the Employer.
- 7.3 To give prospective Applicants reasonable time in which to take an addendum into account in preparing their applications, the Employer may extend the deadline for the submission of applications, pursuant to ITA Sub-Clause 22.2. If less than one-third of the time allowed for the submission of applications remains at the time when the addendum is issued, the Employer shall extend the tender period by sufficient time as is necessary to enable potential Applicants to take account of the addendum when preparing their submissions.

### **C. Preparation of Applications**

#### **8. Cost of Application**

The Applicant shall bear all costs associated with the preparation and submission of his Application, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the application process.

#### **9. Language of Application**

- 9.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the language specified in the **PDS**. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the **PDS**, in which case, for purposes of interpretation of the Application, the translation shall govern.
- 9.2 The application, as well as all correspondence and documents relating to the application exchanged by the Applicant and the Employer, shall be written in the language specified in the **PDS**.
- 9.3 Supporting documents and printed literature that are part of the application may be in another language provided they are accompanied by a translation of the relevant passages in in the language specified in the **PDS** by a competent authority, in which case, for purposes of interpretation of the Application, such translation shall govern.

#### **10. Documents Comprising the Application**

- 10.1 The application submitted by the Applicant shall comprise the following:
- a) the signed Application Submission Sheet in accordance with ITA 15.2;
  - b) written confirmation authorising the signatory of the application to commit the Applicant, in accordance with ITA Clause 20;
  - c) documentary evidence in accordance with ITA Sub-Clause 4.8 establishing the Applicant's eligibility to apply outlined in paragraph 3.2, Section 3; Evaluation Methodology and Criteria;

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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- d) the Qualification Form and Documents in accordance with ITA Clause 5 in the forms provided in Section IV, Bidding Forms;
- e) the signed Code of Conduct for Applicants and Contractors in accordance with ITA Clause 3.4; and
- f) any other documents required in the Prequalification Data Sheet (PDS).

10.2 The Applicant shall submit the Application Submission Sheet using the form provided in Section 4, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

**11. Documents Establishing Eligibility**

11.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms 4 (eligibility) 4A and B, included in Section IV (Application Forms).

**12. Documents Establishing Qualification**

12.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.

12.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the USD equivalent using the rate of exchange determined as follows:

For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.

Value of single contract - Exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Employer.

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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**13. Signing of the Application and number of copies**

13.1 The Applicant shall prepare one original of the documents comprising the bid as described in ITA Clause 14 and clearly mark it “ORIGINAL.” In addition, the Applicant shall submit copies of the Bid, in the number specified in the BDS, and clearly mark each of them “COPY.” In the event of discrepancy between them, the original shall prevail.

13.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Applicant. This authorisation shall consist of a Power of Attorney which if signed in Zimbabwe shall be registered and if signed outside Zimbabwe shall be notarized and shall be attached to the bid. The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the bid, except for unamended printed literature, shall be signed or initialled by the person signing the bid.

13.3 The bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Applicant, in which case such corrections shall be initialled by the person or persons signing the Bid.

13.4 The Applicant shall furnish information as described in the Bid Submission Sheet on commission or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Applicant is awarded the contract.

**D. Submission and Opening of Bids**

**14. Sealing and Marking of Bids**

14.1 The Applicant shall enclose the original and each copy of the bid, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single plain envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.

14.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Applicant;
- (b) be addressed to the Employer in accordance with ITA Sub-Clause 14.1;
- (c) bear the REQUEST FOR BIDS number of this bidding process; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITA Sub-Clause 18.1.

14.3 If all envelopes are not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

**15. Deadline for Submission of Bids**

15.1 Bids must be received by the Employer at the address and no later than the date and time indicated in the BDS.

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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15.2 The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Prequalifications in accordance with ITA Clause 12, in which case all rights and obligations of the Employer and Applicants previously subject to the deadline shall thereafter be subject to the deadline as extended.

**16. Late Applications**

16.1 The Employer shall not consider any application that arrives after the deadline for submission of bids, in accordance with ITA Clause 15. Any application received by the Employer after the deadline for submission of applications shall be declared late, rejected, and returned unopened to the Applicant.

**17. Withdrawal and Replacement of Applications**

17.1 An Applicant may withdraw or replace its application after it has been submitted at any time before the deadline for submission of bids by sending a written notice, duly signed by an authorised representative, which shall include a copy of the authorisation in accordance with ITA Sub-Clause 14.2. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with ITA Clauses 13 and 14 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” or “REPLACEMENT,” and
- (b) received by the Employer prior to the deadline prescribed for submission of bids, in accordance with ITA Clause 15.

17.2 Applications requested to be withdrawn in accordance with ITA Sub-Clause 17.1 shall be returned unopened to the Applicant.

17.3 Applications may only be modified by withdrawal of the original application and submission of a replacement application in accordance with ITA Sub-Clause 17.1. Modifications submitted in any other way shall not be taken into account in the evaluation of bids.

**18. Opening of Applications**

18.1 The Employer shall open all applications in the presence of Applicants’ designated representatives who choose to attend, and at the address, date and time specified in the PDS.

18.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Applicant. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is read out at the bid opening.

All other envelopes including those marked “REPLACEMENT” shall be opened and the relevant details read out. Replacement bids shall be recorded as such on the record of the application opening.

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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Only envelopes that are opened and read out at the application opening shall be considered further.

- 18.3 All other envelopes shall be opened one at a time, reading out at a minimum the name of the Applicant. A copy of the record shall be distributed to all Applicants.

**E. Procedure for Evaluation of Applications**

**19. Confidentiality**

- 19.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Applicants or any other persons not officially concerned with such process until information detailing the best evaluated Applicant is communicated to all Applicants.
- 19.2 Any effort by An Applicant to influence the Employer in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
- 19.3 Notwithstanding ITA Sub-Clause 19.2, from the time of bid opening to the time of Contract award, if any Applicant wishes to contact the Employer on any matter related to the bidding process, it should do so in writing.

**20. Clarification of Applications**

- 20.1 To assist in the evaluation of Applications, the Employer may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Employer and all clarifications from the Applicant shall be in writing.
- 21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

**21. Compliance and Responsiveness of Applications**

- 21.1 The Employer's determination of an Application's compliance and responsiveness is to be based on the contents of the application itself.
- 21.2 A substantially compliant and responsive application is one that conforms to all the terms, conditions, and specifications of the Prequalification without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) affects in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
  - (b) limits in any substantial way, inconsistent with the Prequalification, the Employer's rights or the Applicant's obligations under the Contract; or

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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- (c) if rectified would unfairly affect the competitive position of other Applicants presenting substantially compliant and responsive bids.
- (d) The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

21.3 If a bid is not substantially compliant and responsive to the Prequalification, it shall be rejected by the Employer and may not subsequently be made compliant and responsive by the Applicant by correction of the material deviation, reservation, or omission.

## **22. Margin of Preference**

22.1 Unless otherwise specified in the BDS, a margin of preference shall apply. Where a Margin of Preference applies, its application and detail shall be specified in Section 3, Evaluation Methodology and Criteria.

22.2 For the purpose of granting a margin of domestic preference, bids will be classified in one of two groups, as follows:

- (a) Group A: bids offered by domestic contractors eligible for the preference from contractors. incorporated or registered in Zimbabwe with more than fifty percent of the Applicant's capital owned by Zimbabwean citizens or by the Government or a procuring and disposing entity of Zimbabwe;
- (b) Group B: bids offered by other contractors.

22.3 Additional preference, within the overall limits, may be given to women-owned businesses, if stated in the BDS.

22.4 Applicants claiming eligibility for a Margin of Preference must complete the declarations in the bid submission sheet and provide documentary evidence of their eligibility in accordance with paragraphs 22.2 (a) or (b) above.

## **23. Sub-contractors**

23.1 Unless otherwise stated in the **PDS**, the Employer does not intend to execute any specific elements of the Works by sub-contractors selected in advance by the Employer.

23.2 The Employer may decide to permit subcontracting for certain specialized works as indicated in Section III 4.2, Experience. The Employer may do so at its own initiative or at the request of the Applicants during the prequalification process (if justified). When subcontracting is permitted by the Employer, the specialized sub-contractors experience shall be considered for evaluation. Section III describes the qualification criteria for sub-contractors.

23.3 Applicants may propose subcontracting to the percentage of the total value of the contract or the volume of works mentioned in the **PDS** and as further described in ITA 24.2.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **24. Evaluation of Applications**

- 24.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Employer reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract.
- 24.2 Applicants planning to subcontract more than 10% of total volume of work shall specify, in the Application Submission Form, the activity (ies) or parts of the works to be subcontracted along with complete details of the sub-contractors and their qualification and experience. The sub-contractors proposed shall be fully qualified for their work proposed, and meet the specified criteria in Section III, failing which such sub-contractors will not be permitted to participate. The qualification and experience of sub-contractors proposed by the Applicant under ITA 23.3 will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the sub-contractor) should meet the prequalification criteria.
- 24.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Employer shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III. However, with respect to the specific experience under item 4.2 (a) of Section III, the Employer will select any one or more of the options as identified below:

N is the minimum number of contracts

V is the minimum value of a single contract

#### **(a) Prequalification for one Contract:**

Option 1: (i) N contracts, each of minimum value V;

Or

Option 2: (i) N contracts, each of minimum value V, Or

(ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than  $N \times V$ ;

#### **(b) Prequalification for multiple Contracts**

Option 1: (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the applicant has applied for as follows, and N1,N2,N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

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Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

----etc.

Or

Option 2: (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the applicant has applied for as follows, and N1,N2,N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

----etc., Or

(ii) Lot 1: N1 contracts, each of minimum value V1; or number of contracts less than or equal to N1, each of minimum value V1, but with total value of all contracts equal or more than  $N1 \times V1$

Lot 2: N2 contracts, each of minimum value V2; or number of contracts less than or equal to N2, each of minimum value V2, but with total value of all contracts equal or more than  $N2 \times V2$

Lot 3: N3 contracts, each of minimum value V3; or number of contracts less than or equal to N3, each of minimum value V3, but with total value of all contracts equal or more than  $N3 \times V3$

----etc.

Or

Option 3: (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the applicant has applied for as follows, and N1,N2,N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

---- etc., Or

(ii) Lot 1: N1 contracts, each of minimum value V1; or number of contracts less than or equal to N1, each of minimum value V1, but with total value of all contracts equal or more than  $N1 \times V1$

Lot 2: N2 contracts, each of minimum value V2; or number of contracts less than or equal to N2, each of minimum value V2, but with total value of all contracts equal or more than  $N2 \times V2$

Lot 3: N3 contracts, each of minimum value V3; or number of contracts

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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less than or equal to N3, each of minimum value V3, but with total value of all contracts equal or more than N3 x V3

---- etc., Or

(iii) Subject to compliance as per (ii) above with respect to minimum value of single contract for each lot, total number of contracts is equal or less than  $N1 + N2 + N3$  --but the total value of all such contracts is equal or more than  $N1 \times V1 + N2 \times V2 + N3 \times V3$  +---.

24.4 Only the qualifications of the Applicant shall be considered. In particular, the qualifications of a parent or other affiliated company that is not party to the Applicant under a JV in accordance with ITA 4.2 (or participating as a sub-contractor as per ITA 24.2) shall not be considered.

**25. Employer's Right to Accept or Reject Applications**

25.1 The Employer reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

**26. Prequalification of Applicants**

26.1 All Applicants who's Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Employer.

26.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Employer.

26.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Employer before or at the time of submitting their bids.

**27. Notification of Prequalification**

27.1 The Employer shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

27.2 Applicants that have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.

**28. Invitation for Bids**

28.1 Promptly after the notification of the results of the prequalification, the Employer shall invite bids from all the Applicants that have been prequalified or conditionally prequalified.

***PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024***

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- 28.2 Bidders may be required to provide a Bid Security or a Bid-Securing Declaration acceptable to the Employer in the form and an amount to be specified in the bidding document.
- 28.3 The successful Bidder shall be required to provide a Performance Security as specified in the bidding document.
- 28.4 If applicable, the successful Bidder shall be required to provide a separate Environmental and Social (ES) Performance Security.
- 28.5 Bidders shall be required to provide a Code of Conduct which will apply to their employees and sub-contractors that includes the minimum requirements specified in the bidding document.
- 28.6 Bidders shall be required to submit management strategies and implementation plans that address key Environmental and Social (ES) risks (including Sexual Exploitation and Assault (SEA)) requirements.

**29. Changes in Qualifications of Applicants**

- 29.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 26 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (iii) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the Invitation for Bids.

**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

**Section 2: Prequalification Data Sheet (PDS)**

<b>Section II. Prequalification Data Sheet</b>	
<b>A. General</b>	
<b>ITA 1.1</b>	<p>The identification of the Invitation for Prequalification is: <b>IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024</b></p> <p>The Employer is: : <b>Infrastructure and Development Bank of Zimbabwe (IDBZ) C/O Kwangu/Ngakwami Presidential Title Deed Programme (KNPTD) Trust</b></p> <p><b>Zondo Thomas Sakala</b>  <b>99 Gamal Abdel Nasser Road, Harare</b>  <b>P.O. Box 1720 Causeway</b>  <b>Harare</b></p> <p>RFB name and number is: <b>CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS &amp; STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1 (RFB NO. IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024)</b></p>
<b>ITA 2.1</b>	<p>The name of the Borrower is: <b>INFRASTRUCTURE AND DEVELOPMENT BANK OF ZIMBABWE (IDBZ) C/O KWANGU/NGAKWAMI PRESIDENTIAL TITLE DEED PROGRAMME (KNTDP) TRUST</b></p> <p>The name of the Project is: <b>Construction Of Water Reticulation, Sewer Reticulation And Roads &amp; Stormwater Drainage In Epworth Kwangu / Ngakwami Program Phase 1</b></p>
<b>ITA 4.2</b>	Maximum number of members in the JV shall be: <b>Not Limited</b>
<b>ITA 4.8</b>	A list of debarred firms and individuals is available on the World Bank's external website: <u>Procurement Regulatory Authority of Zimbabwe (PRAZ) website <a href="https://portal.praz.org.zw">https://portal.praz.org.zw</a></u> and World Bank <u><a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a></u>
<b>B. Contents of the Prequalification Document</b>	
<b>ITA 6.1</b>	<p>For clarification purposes, the Employer's email address is:</p> <p>Attention: Fredy Masuka, Head Procurement Management Unit, IDBZ  Telephone: +263-242-750171-8  Electronic mail address: <a href="mailto:procurement@idbz.co.zw">procurement@idbz.co.zw</a></p>
<b>ITA 6.1 &amp; 7.2</b>	Web page: <i>N/A</i>

**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

ITA 6.2	Pre-Application Meeting will be held: <b>Yes</b> <b>The pre-bid application meeting shall be held in-person on 16 August at IDBZ Head Office, 3<sup>rd</sup> Floor Boardroom, 99 Gamal Abdel Nasser Road, Harare, Zimbabwe at 1000 hours CAT</b>
<b>C. Preparation of Applications</b>	
ITA 9.1	This Prequalification document has been issued in the <b>English</b> language. All correspondence exchange shall be in <b>English</b> language. The Application as well as all correspondence shall be submitted in <b>English</b> .
ITA 10.1 (d)	The Applicant shall submit with its Application, the following additional documents:  <ol style="list-style-type: none"> <li>1. Memorandum And Articles of Association or other constitutive documents of the company, together with its Certificate of Incorporation, list of Directors, Head Office and local physical address and particulars showing the relative extent of Zimbabwean and foreign shareholding of the company</li> <li>2. Company profiles</li> <li>3. List of available Plant &amp; Equipment</li> <li>4. Procurement Regulatory Authority of Zimbabwe Annual Registration Certificate 2024</li> <li>5. NSSA Certificate</li> <li>6. Signed Power of Attorney</li> <li>7. Financial Statements for the past 3 years of the company</li> <li>8. A table showing a list of subcontractors along with the activity (ies) or parts of the works to be subcontracted comprising at least 10% of total volume of works.</li> <li>9. Curriculum Vitae of proposed site staff</li> </ol>
ITA 12.2	The source for determining exchange rates is <b>Reserve Bank of Zimbabwe (RBZ)</b>
ITA 13.2	In addition to the original, the number of copies to be submitted with the Application is: <b>(One (1) Original and Five (5) Copies)</b>  Bids must be clearly marked <b>“RFB NO. IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024 – KNPTD EPWORTH PHASE 1”</b> .
<b>D. Submission of Applications</b>	
ITA 15.1	<b>The deadline for application for pre-qualification submission is:</b> Date: <b>23 August 2024</b> Time: <b>1000 hours CAT</b>

**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

	<p>Applicants <b>shall not</b> have the option of submitting their Applications electronically.</p> <p>For <b>application submission purposes only</b>, the Employer's address is:</p> <p><b>Employer's address is the same as that indicated in 1.1</b></p> <p>Attention: <b>Fredy Masuka</b>          Address: <b>99 Gamal Abdel Nasser Road, Harare, Zimbabwe</b>          City: <b>Harare</b>          ZIP Code: +263          Country: <b>Zimbabwe</b>          Telephone: +263-242-750171-8</p>
<b>ITA 16.1</b>	Late Applications will be returned unopened to the Applicants.
<b>ITA 18.1</b>	The opening of the Applications shall be at No. 99 Gamal Abdel Nasser Road, Harare, Zimbabwe on 9 September 2024 at 1000 hours CAT
<b>ITA 18.2</b>	If electronic submission of Applications shall be permitted, electronic Application opening procedures are: N/A

**E. Procedures for Evaluation of Applications**

<b>ITA 22.1</b>	<p>A margin of preference <b>shall</b> apply for eligible domestic bidders under Lot 2, Lot 3 and Lot 7, summarily described below.</p> <table border="1"> <thead> <tr> <th>Lot Number</th> <th>Project Name</th> <th>Land Use Classification</th> <th>Number of stands</th> <th>Scope of work for the tender</th> <th>ICB/NCB</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Ward 6 Extension (Overspill Extension)</td> <td>High Density Residential</td> <td>3765</td> <td> <ul style="list-style-type: none"> <li>Water reticulation (Excavation, Pipelaying, testing, commissioning)</li> <li>Sewer reticulation (Excavation, Pipelaying, testing,   commissioning)</li> </ul> </td> <td>ICB</td> </tr> <tr> <td>3</td> <td>Ward 7</td> <td>High Density Residential</td> <td>6751</td> <td> <ul style="list-style-type: none"> <li>Roads and stormwater drainage</li> <li>Water reticulation (Excavation, Pipelaying, testing, commissioning)</li> <li>Sewer reticulation (Excavation, Pipelaying, testing, commissioning)</li> </ul> </td> <td>ICB</td> </tr> <tr> <td>7</td> <td>Water Treatment Plants</td> <td>Water treatment plant</td> <td></td> <td>Construction of Water Treatment Plants across Epworth Township with combined capacity of 54.5 ML/day</td> <td>ICB</td> </tr> </tbody> </table> <p>A contractor shall be deemed to be domestic if:</p> <p>(a) its legal constitution is in accordance with the laws of Zimbabwe, where it must have its registered office, and undertake the majority of its activities; and</p> <p>(b) the majority of the capital shares are held by Zimbabwean nationals; and</p> <p>(c) the majority of the members of the Board of Directors are Zimbabwean nationals; and</p> <p>(d) not less than 50 percent of the key personnel are Zimbabwean nationals; and</p>					Lot Number	Project Name	Land Use Classification	Number of stands	Scope of work for the tender	ICB/NCB	2	Ward 6 Extension (Overspill Extension)	High Density Residential	3765	<ul style="list-style-type: none"> <li>Water reticulation (Excavation, Pipelaying, testing, commissioning)</li> <li>Sewer reticulation (Excavation, Pipelaying, testing,   commissioning)</li> </ul>	ICB	3	Ward 7	High Density Residential	6751	<ul style="list-style-type: none"> <li>Roads and stormwater drainage</li> <li>Water reticulation (Excavation, Pipelaying, testing, commissioning)</li> <li>Sewer reticulation (Excavation, Pipelaying, testing, commissioning)</li> </ul>	ICB	7	Water Treatment Plants	Water treatment plant		Construction of Water Treatment Plants across Epworth Township with combined capacity of 54.5 ML/day	ICB
Lot Number	Project Name	Land Use Classification	Number of stands	Scope of work for the tender	ICB/NCB																								
2	Ward 6 Extension (Overspill Extension)	High Density Residential	3765	<ul style="list-style-type: none"> <li>Water reticulation (Excavation, Pipelaying, testing, commissioning)</li> <li>Sewer reticulation (Excavation, Pipelaying, testing,   commissioning)</li> </ul>	ICB																								
3	Ward 7	High Density Residential	6751	<ul style="list-style-type: none"> <li>Roads and stormwater drainage</li> <li>Water reticulation (Excavation, Pipelaying, testing, commissioning)</li> <li>Sewer reticulation (Excavation, Pipelaying, testing, commissioning)</li> </ul>	ICB																								
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**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU /NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

	<p>(e) there is no arrangement whereby any major part of the net profits, or other tangible benefits of the domestic contractor, will accrue, or be paid, to persons whose nationality is not Zimbabwean, or to firms which would not be eligible in terms of the eligibility criteria set forth under this paragraph.</p> <p>For the purpose of granting a margin of domestic preference, bids will be classified in one of two groups, as follows:</p> <p>(a) Group A: bids offered by domestic contractors eligible for the preference</p> <p>(b) Group B: bids offered by other contractors.</p> <p>A margin of preference of 10% shall apply to bids from Zimbabwe nationals.</p> <p>An additional margin of preference of 2.5% shall apply to women-owned businesses or entities controlled predominantly by women. For a Joint Venture, only the Lead Firm shall be assessed for composition of women.</p>												
<b>ITA 23.1</b>	<p>At this time the Employer <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance (<i>Nominated Subcontractors</i>). Applicants planning to subcontract any of the key activities indicated in Section III, Qualification Criteria and Requirements, shall specify the activity(ies) or parts of the Works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subcontractor(s) in Forms ELIG-1.2 and EXP (experience)-4.2(b) in Section IV, Application Forms. Such proposed specialist subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and Requirements.</p>												
<b>ITA 23.3</b>	<p>Maximum percentage of subcontracting permitted is <b>30%</b> of the volume of works summarily described as follows:</p> <table border="1" data-bbox="443 1451 1385 1898"> <thead> <tr> <th data-bbox="443 1451 516 1623">Lot No.</th> <th data-bbox="516 1451 727 1623">Name</th> <th data-bbox="727 1451 898 1623">Land Use</th> <th data-bbox="898 1451 1008 1623">No. of stands</th> <th data-bbox="1008 1451 1292 1623">Scope of work for the tender</th> <th data-bbox="1292 1451 1385 1623">ICB / NCB</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1623 516 1898">1</td> <td data-bbox="516 1623 727 1898">Ward Extension 4</td> <td data-bbox="727 1623 898 1898">High Density Residential</td> <td data-bbox="898 1623 1008 1898">4419</td> <td data-bbox="1008 1623 1292 1898">Roads and stormwater drainage Water reticulation (Excavation, Pipelaying, testing, commissioning) Sewer reticulation (Excavation,</td> <td data-bbox="1292 1623 1385 1898">NCB</td> </tr> </tbody> </table>	Lot No.	Name	Land Use	No. of stands	Scope of work for the tender	ICB / NCB	1	Ward Extension 4	High Density Residential	4419	Roads and stormwater drainage Water reticulation (Excavation, Pipelaying, testing, commissioning) Sewer reticulation (Excavation,	NCB
Lot No.	Name	Land Use	No. of stands	Scope of work for the tender	ICB / NCB								
1	Ward Extension 4	High Density Residential	4419	Roads and stormwater drainage Water reticulation (Excavation, Pipelaying, testing, commissioning) Sewer reticulation (Excavation,	NCB								

**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

					Pipelaying, testing, commissioning)	
	2	Ward 6 Extension (Overspill Extension)	High Density Residential	3765	Water reticulation (Excavation, Pipelaying, testing, commissioning)	ICB
					Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	
	3	Ward 7	High Density Residential	6751	Roads and stormwater drainage	ICB
					Water reticulation (Excavation, Pipelaying, testing, commissioning)	
					Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	
	4	Glenwood Extension	High Density Residential	414	Roads and stormwater drainage	NCB
					Water reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
					Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
	5	Glenwood Park	High Density Residential	2570	Roads and stormwater drainage	NCB
					Water reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
					Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
	6	Sewage Treatment Plants at Ward	Wastewater treatment plant		Construction of Anaerobic Baffled Reactor (ABR) systems	NCB

**PREQUALIFICATION DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU/NGAKWAMI/AAAA0208/2024**

		3 , Ward 6 & Ward 7				
	7	Water Treatment Plants	Water treatment plant		Construction of Water Treatment Plants across Epworth Township with combined capacity of 54.5 ML/day	ICB
	8	Water Storage Reservoirs at Ward 7	Water storage reservoirs		Construction of reinforced concrete reservoir with estimated capacity of 10 ML	NCB
<p>i. Applicants must subcontract <b><i>at least 10%</i></b> of total volume of works to <b>Small and medium-sized enterprises (SMEs)</b>. <i>SMEs, for purposes of this tender are described as contractors registered under second tier or lower categories of CIFOZ, ZBCA and Ministry of Local Government.</i></p> <p>ii. Applicants must specify, in the Application Submission Form, the activity (ies) or parts of the works to be subcontracted along with complete details of the sub-contractors and their qualification and experience. The qualification and experience of the subcontractors must meet the minimum criteria for the relevant works to be sub-contracted failing which such sub-contractors will not be permitted to participate.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li><i>It is at the discretion of IDBZ (the Employer) to waive off some of the minimum criteria for SMEs that are sub-contracted or in partnership with the first category registered contractors under CIFOZ, ZBCA and Ministry of Local Government. However the discretion will only be limited to administrative requirements of the Tender.</i></li> <li><i>Sub-contractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the sub-contractor) should meet the prequalification criteria.</i></li> </ul>						

***BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU/NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023***

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**Section 3. Qualification Criteria and Requirements**

This Section contains all the methods, criteria, and requirements that the Employer shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

**Contents**

<u>1. Eligibility</u> .....	29
<u>2. Historical Contract Non-Performance</u> .....	30
<u>3. Financial Situation and Performance</u> .....	31
<u>4. Experience</u> .....	34

***BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023***

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	<b>Nationality</b>	Nationality in accordance with ITB 4.3	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELIG – 1.1 and 1.2, with attachments
1.2	<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB 4.4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Form
1.3	<b>IDBZ Eligibility</b>	Not having been declared ineligible by as described in ITB 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Form

**BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023**

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							
2.1	<b>History of Non-Performing Contracts</b>	Non-performance of a contract did not occur within the last two (2) years prior to the deadline for application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>1</sup>	N/A	Form CON – 2

<sup>1</sup> This requirement also applies to contracts executed by the Bidder as JV member.

**BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023**

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		contract and where all appeal instances available to the Applicant have been exhausted.					
2.2	<b>Pending Litigation</b>	All pending litigation shall in total not represent more than 50% of the Applicant's net worth and shall be treated as resolved against the Applicant.	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
<b>3. Financial Situation and Performance</b>							
3.1	<b>Financial Performance</b>	(i) The Bidder shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1 with attachments

**BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023**

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as <b>USD \$ 500,000</b> for the subject contract(s) net of the Applicants other commitments (ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract	Must meet requirement	Must meet requirement	N/A	N/A	

***BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023***

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		commitments. (iii) The audited balance sheets or other financial statements acceptable to the Employer, for the last five (5) years shall be submitted and must demonstrate the current soundness of the Bidder's financial position and indicate its prospective long-term profitability. As the minimum requirement, an Applicant's net worth, calculated as the difference between total assets and total liabilities, should be positive.	Must meet requirement	N/A	Must meet requirement	N/A	

**BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023**

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
3.2	<b>Average Annual Construction Turnover</b>	Minimum average annual construction turnover of <b>US\$ 5,000,000.00 (Five Million United States Dollars)</b> , calculated as total certified payments received for contracts in progress and/or completed within the last <b>five (5) years</b> , divided by <b>five (5) years</b>	Must meet requirement	Must meet requirement	Must meet 25 % (ten per centum) of the requirement	Must meet <b>100% (one hundred percent)</b> of the requirement	Form FIN – 3.2
<b>4. Experience</b>							
4.1	<b>General Construction Experience</b>	Experience under construction contracts in the role of contractor, management contractor, or subcontractor, for at least the last three (3) years prior	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1

**BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1**

**REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023**

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		to the application submission deadline, and with activity in at least three (3) cumulative months in each year.					
4.2 (a)	<b>Specific Construction &amp; Contract Management Experience</b>	Experience exclusively in the role of prime contractor in at least five (5) contracts within the last ten (10) years, that have been successfully and substantially completed and that are similar to	Must meet requirement	Must meet requirement <sup>2</sup>	N/A	N/A	Form EXP – 4.2 (a)

<sup>2</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

***BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023***

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		the proposed Works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section VI, Scope of Works.					
4.2 (b)		For the above or other contracts executed during the period stipulated in 4.2 (a) above, a minimum construction experience, as prime contractor, management contractor, or subcontractor, in	Must meet requirements	Must meet requirements (can be a specialist subcontractor)	N/A	N/A	Form EXP – 4.2 (b)

***BIDDING DOCUMENT FOR THE PROCUREMENT OF WORKS: CONSTRUCTION OF WATER RETICULATION, SEWER RETICULATION AND ROADS & STORMWATER DRAINAGE IN EPWORTH KWANGU / NGAKWAMI PROGRAM PHASE 1***

***REQUEST FOR BIDS No: IDBZ/KWANGU-NGAKWAMI/226/2023***

<b>Eligibility and Qualification Criteria</b>			<b>Compliance Requirements</b>			<b>Documentation</b>	
<b>No.</b>	<b>Subject</b>	<b>Requirement</b>	<b>Single Entity</b>	<b>Joint Venture (existing or intended)</b>			<b>Submission Requirements</b>
				<b>All Parties Combined</b>	<b>Each Member</b>	<b>One Member</b>	
		servicing of residential stands including construction of related off-site infrastructure,					

**Section 4. Application Forms****Table of Forms**

<b>Application Submission Form</b>	Error! Bookmark not defined.
<b>Applicant Information Form</b>	Error! Bookmark not defined.
<b>Applicant's JV Information Form</b>	Error! Bookmark not defined.
<b>Historical Contract Non-Performance, Pending Litigation and Litigation History</b>	Error! Bookmark not defined.
<b>ES Performance Declaration</b>	Error! Bookmark not defined.
<b>Financial Situation and Performance</b>	Error! Bookmark not defined.
<b>Average Annual Construction Turnover</b>	Error! Bookmark not defined.
<b>General Construction Experience</b>	Error! Bookmark not defined.
<b>Construction Experience in Key Activities</b>	Error! Bookmark not defined.

*[This Bid Submission Sheet should be on the letterhead of the Applicant and should be signed by a person with the proper authority to sign documents that are binding on the Applicant]*

### **Application Submission Form**

Date: *[insert date (as day, month and year) of Bid Submission]*

REQUEST FOR BIDS  
REQUEST FOR BIDS  
REQUEST FOR BIDS  
REQUEST FOR BIDS  
FOR BIDS No: *[insert REQUEST FOR BIDS  
REQUEST FOR BIDS  
REQUEST FOR BIDS  
REQUEST FOR BIDS  
number]*

To: *[insert complete name of Employer]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Prequalification, including Addenda No.: *[insert the number and issue date of each Addenda]*;
- (b) We offer to execute in conformity with the Prequalification and in accordance with the completion schedule specified in the Statement of Requirements and the terms and conditions of the Prequalification, the following Works *[indicate the Lot(s) which the Applicant wishes to apply for. The Applicant may apply for any number of Lots]*;
- (h) We, including any subcontractors or Contractors for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with ITA Clause 4.1;
- (i) We, including any subcontractors or Contractors for any part of the contract resulting from this procurement process are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) under registration number(s) \_\_\_\_\_ *(insert registration number of contractor and any subcontractor(s) where applicable)*.
- (j) We, including any subcontractors or Contractors for any part of the contract, have nationals from eligible countries *[insert the nationality of the Applicant, including that of all parties that comprise the Applicant, if the Applicant is a joint venture, consortium or association, and the nationality of each subcontractor]*;
- (o) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract, have not been suspended by the Public Procurement Regulatory Authority in Zimbabwe from participating in public procurement;
- (p) We meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Employer based on execution of a Bid Securing Declaration in accordance with ITA 4.11;
- (e) We, in accordance with ITA Sub-Clause 23.1, plan to subcontract the following key activities and/or parts of the Works: *[insert any of the key activities identified in Section III- 4.2 (b) which the Applicant intends to subcontract]*
- (f) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants, in accordance with ITA Clause 25.

<b>Signature</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM /YY)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

**Form ELIG\_1.1 Applicant Information Sheet**

Date: \_\_\_\_\_  
 Procurement Ref No.: \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Applicant's Legal Name:				
2. In case of JV, legal name of each party:				
3. Applicant's actual or intended Country of Registration:				
4. Applicant's Year of Registration:				
5. Applicant's Legal Address in Country of Registration:				
6. Applicant's Authorized Representative Information Full Name: Address: Telephone/Fax numbers: Email Address:				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Signature</b> .....</td> <td style="width: 50%; padding: 5px;"><b>Company Name:</b> .....</td> </tr> <tr> <td style="padding: 5px;"><b>Position:</b> .....</td> <td style="padding: 5px;"><b>Date:</b> .....(DD/MM/YY)</td> </tr> </table>	<b>Signature</b> .....	<b>Company Name:</b> .....	<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Signature</b> .....	<b>Company Name:</b> .....			
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)			
7. Attached are copies of original documents of: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate of Incorporation or Registration of firm named in 1, above. <input type="checkbox"/> In case of JV, letter of intent to form JV including a draft agreement, or JV agreement <input type="checkbox"/> In case of government owned entity from the Employer's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law.				

### Form ELIG\_1.2 Party to JV Information Sheet

Date: \_\_\_\_\_  
 Procurement Ref No.: \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Applicant's Legal Name:				
2. JV's Party legal name:				
3. JV's Party Country of Registration:				
4. JV's Party Year of Registration:				
5. JV's Party Legal Address in Country of Registration:				
6. JV's Party Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:				
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f0f0f0;"> <tr> <td style="width: 50%; padding: 5px;"><b>Signature</b> .....</td> <td style="width: 50%; padding: 5px;"><b>Company Name:</b> .....</td> </tr> <tr> <td style="padding: 5px;"><b>Position:</b> .....</td> <td style="padding: 5px;"><b>Date:</b> .....(DD/MM/YY)</td> </tr> </table>	<b>Signature</b> .....	<b>Company Name:</b> .....	<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Signature</b> .....	<b>Company Name:</b> .....			
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)			
7. Attached are copies of original documents of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Incorporation or Registration of firm named in 1, above.</li> <li><input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law.</li> </ul>				

**Form CON – 2  
Historical Contract Non-Performance, Pending Litigation and Litigation History**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant’s Name: *[insert full name]*  
 Date: *[insert day, month, year]*  
 Joint Venture Member Name: *[insert full name]*  
 ICB No. and title: *[insert ICB number and title]*  
 Page *[insert page number]* of *[insert total number]* pages

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur during the two (2) specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed during the two (2) specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 as indicated below.			

<b>Signature</b> .....	<b>Company Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)

**Form FIN – 3.1**  
**Financial Situation and Performance**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

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

Joint Venture Member Name: *[insert full name]*

RFB No. and title: *[insert RFB number and title]*

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

**1. Financial data**

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

## 2. Sources of Finance

*[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]*

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (US\$ equivalent)
1		
2		
3		

## 3. Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements

<sup>1</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

**Form FIN - 3.2**  
**Average Annual Construction Turnover**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

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

Joint Venture Member Name: *[insert full name]*

RFB No. and title: *[insert RFB number and title]*

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

<b>Annual turnover data (construction only)</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate*</b>	<b>USD equivalent</b>
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Construction Turnover **	

\* Refer ITA 14 for date and source of exchange rate.

\*\* Total USD equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, 3.2.

**Form EXP - 4.1**  
**General Construction Experience**

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

Applicant's Name: *[insert full name]*  
Date: *[insert day, month, year]*  
Joint Venture Member Name: *[insert full name]*  
RFB No. and title: *[insert RFB number and title]*  
Page *[insert page number]* of *[insert total number]* pages

*[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]*

<b>Starting Year</b>	<b>Ending Year</b>	<b>Contract Identification</b>	<b>Role of Applicant</b>
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>

\* Refer ITA 14 for date and source of exchange rate.

**Form EXP - 4.2(a)**  
**Specific Construction and Contract Management Experience**

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

Applicant's Name: *[insert full name]*

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

Joint Venture Member Name: *[insert full name]*

RFB No. and title: *[insert RFB number and title]*

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

<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		US\$ <i>[insert Exchange rate and total contract amount in US\$ equivalent]*</i>	
If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in US\$ equivalent]*</i>	
	<i>[insert roles and responsibilities]</i>			
Employer's Name:	<i>[insert full name]</i>			
Address:	<i>[indicate street / number / town or city / country]</i>			
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>			
E-mail:	<i>[insert e-mail address, if available]</i>			

\* Refer ITA 14 for date and source of exchange rate.

**Form EXP - 4.2(a) (cont.)**  
**Specific Construction and Contract Management Experience (cont.)**

<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in local currency, exchange rate, US\$ in words and in Figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</i>
3. Complexity	<i>[insert description of complexity]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
5. Construction rate for key activities	<i>[insert rates and items]</i>
6. Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>

**Form EXP - 4.2(b)**  
**Construction Experience in Key Activities**

Applicant's Name: *[insert full name]*Date: *[insert day, month, year]*Applicant's JV Member's Name: *[insert full name]*Sub-contractor's Name<sup>2</sup> (as per ITA 24.2 and 24.3): *[insert full name]*RFB No. and title: *[insert RFB number and title]*Page *[insert page number]* of *[insert total number]* pages

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, 4.2.

1. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]*

Total Quantity of Activity under the contract: \_\_\_\_\_

<b>Information</b>				
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		US\$ <i>[insert exchange rate and total contract amount in US\$ equivalent]</i>	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
Employer's Name:	<i>[insert full name]</i>			

<sup>2</sup> If applicable

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Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert e-mail address, if available]</i>

2. Activity No. Two

3. ....

	<b>Information</b>
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>

<b>Signature</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

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**CODE OF CONDUCT IN BUSINESS FOR APPLICANTS AND CONTRACTORS****1. Ethical Principles**

Applicants and Contractors shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Zimbabwe; and
  - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

**2. Standards**

Applicants and Contractors shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

**3. Conflict of Interest**

Applicants and Contractors shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Applicants and Contractors shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

**4. Confidentiality and Accuracy of Information**

- (1) Information given by Applicants and Contractors in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Contractors shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

**5. Gifts and Hospitality**

Applicants and Contractors shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

**6. Inducements**

- (1) Applicants and Contractors shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Applicants and Contractors shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

**7. Fraudulent Practices**

Applicants and Contractors shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procurement Regulatory Authority; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the Procuring entity;
- (f) withholding information from the procuring entity during contract execution to the detriment of the procuring entity.

I ..... agree to comply with the above code of ethical conduct in business.

<b>Signature</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM /YY)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

**Section 5: Eligible Countries****Eligibility for the Provision of Goods, Works and Services in Bank-Financed Procurement**

All countries are eligible except countries subject to the following provisions.

A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Zimbabwe prohibits commercial relations with that country, provided that the Government of Zimbabwe is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Zimbabwe prohibits any import of Supplies from that country or any payments to persons or entities in that country.

**Section 6: Bank Policy – Corrupt and Fraudulent Practices**

Guidelines for Procurement of Goods, Works, and Non-Consulting Services under IDBZ procurement procedures of March 2016.

**“Fraud and Corruption:**

1.16 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), Applicants, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts.<sup>5</sup> In pursuance of this policy, the Bank:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;<sup>6</sup>
  - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;<sup>7</sup>
  - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;<sup>8</sup>
  - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;<sup>9</sup>
  - (v) "obstructive practice" is
    - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
    - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 1.16(e) below.

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<sup>5</sup>In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

<sup>6</sup> For the purpose of this sub-paragraph, “*another party*” refers to a public official acting in relation to the procurement process or contract execution. In this context, “*public official*” includes idbz Bank staff and employees of other organizations taking or reviewing procurement decisions.

<sup>7</sup> For the purpose of this sub-paragraph, “*party*” refers to a public official; the terms “*benefit*” and “*obligation*” relate to the procurement process or contract execution; and the “*act or omission*” is intended to influence the procurement process or contract execution.

<sup>8</sup> For the purpose of this sub-paragraph, “*parties*” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

<sup>9</sup> For the purpose of this sub-paragraph, “*party*” refers to a participant in the procurement process or contract execution.

- (b) will reject a proposal for award if it determines that the Applicant recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures,<sup>10</sup> including by publicly declaring such firm or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract; and (ii) to be a nominated<sup>11</sup>;
- (e) will require that a clause be included in Prequalifications and in contracts financed by a Bank loan, requiring Applicants, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank.”

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<sup>10</sup>An Applicant or individual may be declared ineligible to be awarded a Bank financed contract upon: (i) completion of the Bank's sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application Infrastructure Development of Zimbabwe Infrastructure Development of Zimbabwe corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceeding. See footnote 14 and paragraph 8 of Appendix 1 of these Guidelines.

<sup>11</sup>A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which has either been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

**PART 2 – SCOPE OF WORKS AND STATEMENT OF REQUIREMENTS**

**Section 7. Scope of Works**

**Description of the Works**

**Construction Period**

**Site and Other Data**

**Environmental and Social (ES) Requirements**

## 7.1 Description of the Works

The scope of works entails the following.

Lot Number	Project Name	Land Use Classification	Number of stands	Scope of work for the tender	ICB/NCB
2	Ward 6 Extension (Overspill Extension)	High Density Residential	3765	Water reticulation (Excavation, Pipelaying, testing, commissioning)	ICB
				Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	
3	Ward 7	High Density Residential	6751	Roads and stormwater drainage	ICB
				Water reticulation (Excavation, Pipelaying, testing, commissioning)	
				Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	
4	Glenwood Extension	High Density Residential	414	Roads and stormwater drainage	NCB
				Water reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
				Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
5	Glenwood Park	High Density Residential	2570	Roads and stormwater drainage	NCB
				Water reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
				Sewer reticulation (Excavation, Pipelaying, testing, commissioning)	NCB
6	Sewage Treatment Plants at Ward	Wastewater treatment plant		Construction of Anaerobic Baffled Reactor (ABR) systems	NCB

<b>Lot Number</b>	<b>Project Name</b>	<b>Land Use Classification</b>	<b>Number of stands</b>	<b>Scope of work for the tender</b>	<b>ICB/NCB</b>
	3 , Ward 6 & Ward 7				
7	Water Treatment Plants	Water treatment plant		Construction of Water Treatment Plants across Epworth Township with combined capacity of 54.5 ML/day	ICB
8	Water Storage Reservoirs at Ward 7	Water storage reservoirs		Construction of reinforced concrete reservoir with estimated capacity of 10 ML	NCB

**7.2 Construction Period**

The construction period is eight (8) months.

### 7.3 Site and Other Data

#### Location

Epworth is located about twelve kilometres from the Harare city centre. It is a high-density dormitory town administered by the Epworth Local Board. It is bisected by a stream into two parts.

Area: 35.35km square kilometers

Elevation: 1,473 m above sea level.

Coordinates: 17°53'22"S 31°09'41"E

#### **7.4 Environmental and Social (ES) Requirements**

*[The Applicant must submit their ES Policies.]*