

**STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB  
CHIPINGE SERVICE CENTER.**

**PROCUREMENT REFERENCE NO: POSB-58-2023**

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**BIDDING DOCUMENT FOR THE REFURBISHMENT OF  
POSB CHIPINGE SERVICE CENTER**

<b>DATE OF ISSUE: -</b>	<b>17 NOVEMBER 2023</b>
<b>CLOSING DATE: -</b>	<b>15 December 2023</b>
<b>CLOSING TIME: -</b>	<b>10.00 Hours</b>

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**Procurement Reference No:** POSB-058/2023

**Procuring Entity:** People's Own Savings Bank

**Date of Issue:** 17 November 2023

**Closing Date:** 15 December 2023

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### PART 1: BIDDING PROCEDURES

#### References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

**Procurement Reference Number: POSB 058/2023**

#### Preparation of Bids

You are requested to bid for the items specified in the Statement of Requirements below, by completing and returning the following documentation:

1. Properly signed Bid Submission Sheet in this Part 1;
2. The Priced Bill of Quantities or Schedule of Activities (in Part 2) supported by an equipment schedule, manpower schedule and a financial disbursement schedule.
3. a copy of documentation necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations.
4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe.
5. A bid security in the format specified in this Part.
6. the completed qualification forms provided in this Part 1.
- 7. A bid security of US\$5 000,00**
8. A valid copy of the NSSA clearance letter
9. Three (3) properly signed written trade references where contracts of banking hall refurbishments or similar nature and magnitude were successfully performed in the immediate past three years.
10. Certificate of Incorporation,
11. CR14 Form,
12. Valid Tax Clearance – ITF 263.

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13. Detailed company profile.
14. Bid validity should be clearly stated as 120 days.
15. Bidders must be registered with CIFOZ (Construction Industry Federation of Zimbabwe) or equivalent association for the year 2023. Proof of registration must be provided.
16. Bidders must be registered with the Ministry of Local Government, Public Works, and National Housing under specialised Services. Proof must be provided.
17. Bidders must be Registered with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the relevant category.
18. Bidders must be able to complete the project within 60 days from the date of contract signing by the last party. Provide project schedule.
19. Bidders must provide bank statements for the past three months as proof of cash onflows.
20. Bidders must provide Proof of funds to successfully execute the project.

This bid is not subject to review by the Special Procurement Oversight Committee in terms of section 54 of the Act as set out in Part IV of the Fifth Schedule to the Regulations.

You are advised to carefully read the complete Bidding Document, as well as the Special Conditions of Contract in Part 3: Contract, before preparing your Bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

### **Lots and Packages**

This tender is not divided into lots and packages.

### **Number of bids allowed.**

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. A conflict of interest will be deemed to arise if Bids are received from more than one bidder owned, directly or indirectly, by the same person.

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### Clarification

Clarification of the bidding document may be requested in writing by any bidder up to 5 December 2023 and should be sent to [procurement@posb.co.zw](mailto:procurement@posb.co.zw) for attention of K. Taonangoro or G. Sibanda

## Pre-bid meeting and Site Visit

**A mandatory site visit and pre-bid meeting will be held at Stand number 75 Main Street, Chipinge CBD on 1 December 2023 at 12.00Hrs. An attendance register will be provided for bidders to furnish their details and sign. Failure to attend the site visit and pre-bid meeting will lead to automatic disqualification.**

## Validity of Bids

The minimum period that the Bidder's bid must remain valid is 120 days calculated from the deadline for the submission of bids.

## Submission of Bids

Bids must be submitted electronically in PDF format to the email address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the bid.

The Bidder must mark the subject line with the bidder's name and address and the Procurement Reference Number.

**The bids shall be submitted electronically.**

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of deadline: **15 December 2023**      **DeadlineTime:1000**      **Hours**  
**Zimbabwean Time**

Submission  
address: [tenders@posb.co.zw](mailto:tenders@posb.co.zw)

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Means of acceptance: **Electronically through email**

**The bidding submission documents should be scanned as a single document bearing the tender number and description on the subject line.**

### **Bid opening.**

Due to Covid-19 **No** bidders or their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

### **Withdrawal, amendment, or modification of Bids**

A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

### **Bid Prices and Discounts**

The bid rates and prices must cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the works and must include all taxes and duties. The whole cost of performing the works must be included in the items stated, and the cost of any incidental works will be deemed to be included in the prices quoted.

The Bidder must fill in rates and prices for all items of the works described in the Bill of Quantities or Schedule of Activities. Items against which no rate or price is entered by the Bidder will be deemed to be covered by the rates or prices for other items in the Bill of Quantities or Schedule of Activities.

The price quoted in the Bid Submission Sheet must be the total price of the Bid, excluding discount. The Bidder must quote any discounts and the methodology of its application in the Bid Submission Sheet.

### **Currency of bidding**

**Two (2) Financial Bids should be submitted and priced in United States Dollars as follows: -**

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1. Quotation in United States dollars for payment in United States Dollar Nostro and
2. Quotation in United States Dollars for payment using the mid-rate of the willing buyer willing seller rate.

The currency of evaluation will be United States Dollars.

### **Payment Currency**

Payment currency will be determined at the time of tender award.

### **Bid Security**

The bidder must attach their refundable bid bond security of US\$5 000.00 or its ZWL\$ equivalence valid for 120 days in line with Section 26 of the Statutory instrument 5 of 2018 (General Regulations of Public Procurement and Disposal of Public Assets and updated through S.I.193 OF 2022). The bid security shall be payable using any one of the following options: -

First Option: - .....A certified bank cheque

Second Option..... A bank guarantee from a commercial bank

Third Option..... A Cash deposit of US\$5 000,00 or its equivalence in ZWL\$ payable direct to the Procurement Regulatory Authority of Zimbabwe (PRAZ)

If the third option is chosen, bidders must submit proof of payment of non-refundable bid bond establishment fee in terms of section 90 part IV of Statutory Instrument 5 of 2018. The amount payable to PRAZ as non – refundable cash bid bond establishment fee is US\$350,00 or its equivalence in ZWL\$.

Any Bid not accompanied by a Bid bond Security or Bid Securing Declaration, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The Bid Security or Bid- Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid bond Security or Bid-Securing Declaration must be in the names of all intended partners.



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### **Performance Security**

A 10% of the bid value shall be required as performance security from the winning bidder within 14 working days from the date of notice of tender award.

### **Evaluation of Bids**

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
  2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements.
  3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.
- Bids failing any stage will be eliminated and not considered in subsequent stages.

### **Origin of Materials, Equipment and Services:**

All materials, equipment, and services to be used in the performance of the contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

### **Review by the Special Procurement Oversight Committee**

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This tender is not subject to review by Special Procurement Oversight Committee.

### **Domestic Preference**

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, **will not apply** on this tender.

### **Eligibility and Qualification Criteria**

Bidders are required to meet the criteria in section 28 of the Act and section 28(1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the bid submission sheet. To be eligible, bidders must: -

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1. have the legal capacity to enter a contract.
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances.
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe.
4. not have a conflict of interest in relation to this procurement requirement.
5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act.
6. have the nationality of an eligible country as specified in the Special Conditions of Contract and
7. passed the minimum qualification criteria indicated in this Part 1; and
8. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.
9. The contract is governed by Zimbabwe General Conditions of Contract.

### **Detailed Evaluation**

The Bids will be examined to confirm that all terms, conditions, and requirements of the bidding document have been compiled with by the Bidder. The assessment of responsiveness shall be determined in accordance with the criteria in section 28 of the Regulations. Evaluation of Technical Bids will include an assessment of the Bidder's technical capacity to mobilize key equipment and manpower which is substantially responsive to the Procuring Entity's Requirements.

### **Award of Contract**

The lowest evaluated bid, after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of the Contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective on receipt of a Letter of Acceptance in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

### **Right to Reject**

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The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

### **Corrupt Practices**

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or has been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations; and
3. any conflict of interest on the part of the Bidder must be declared.

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**Bid Submission Sheet**

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

*Bidders should mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.}*

Procurement Reference  
Number:

Subject of Procurement:

Name of Bidder

Bidder's Reference Number:

Date of Bid:

We offer to supply the items listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is: .....{days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

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**Bid Authorised By:**

<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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**Qualification Criteria**

Factor	Financial Situation					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner	At least one partner	
1. Financial Resources	The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet the cash-flow requirement for the contract. <i>(for determination of cashflows required, use the formula: <math>t/ct \times bv</math> where: <math>t</math> = time taken to clear and pay a certificate, <math>ct</math> = project duration, <math>bv</math> = bid value. For determination of turnover, either the average annual turnover for a period of the past two years must least be twice the value of</i>	Must meet requirement	Must meet requirement †	Must meet _____ percent (____%) of the requirement †	Must meet _____ percent (____%) of the requirement	Form 3

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Factor	Financial Situation					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner	At least one partner	
	the bid or a letter of commitment from a financial institution should be submitted. Letter of comfort from the financial institution will not be accepted)					

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Factor	Experience					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner	At least one partner	
1. General Experience	Experience under contracts in the role of contractor, subcontractor, or management contractor for at least the last 3 years prior to the bid submission deadline, and with activity in at least 9 months in each year.	Must meet requirement	N / A	Must meet requirement	N / A	Form 4
2. Specific Experience	Participation as contractor, management contractor, or subcontractor, must be at least a Ministry of Public Works Category under special services.	Must meet requirement	Must meet requirements for all characteristics	N / A	Must meet requirement for one characteristic	Form 5



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## PQ FORM 1 – FINANCIAL SITUATION

### Historical Financial Performance

Bidder's Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Partner Legal Name: \_\_\_\_\_

Bidding No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

To be completed by the Bidder and, if Joint Venture (JV), by each partner

Financial information in USD equivalent	Information for previous year (USD equivalent)
Information from Balance Sheet	
Total Assets (TA)	
Total Liabilities (TL)	
Net Worth (NW)	
Current Assets (CA)	
Current Liabilities (CL)	
Information from Income Statement	
Total Revenue (TR)	
Profits Before Taxes (PBT)	

- ☐ Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the previous year as required above complying with the following conditions:
- Must reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies.
  - Must be audited by a certified accountant.
  - Must be complete, including all notes to the financial statements.
  - Must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

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**PQ FORM 2. ANNUAL TURNOVER (PREVIOUS YEAR)**

Bidder's Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Partner Legal Name: \_\_\_\_\_

Bidding No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Year	USD
	_____

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**PQ FORM 3. FINANCIAL RESOURCES**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract.

Source of financing	Amount (USD)
1.	
2.	
3.	
4.	

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## PQ FORM 4. EXPERIENCE

### GENERAL EXPERIENCE

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
JV Partner Legal Name: \_\_\_\_\_ Bidding No.: \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
_____	_____	_____	Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____
_____	_____	_____	Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____
_____	_____	_____	Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____
_____	_____	_____	Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____
_____	_____	_____	Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____
_____	_____	_____	Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____

\*List calendar year for years with contracts with at least nine (9) months' activity per year starting with the earliest year

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**PQ FORM 5. SPECIFIC EXPERIENCE**

Bidder's Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Partner Legal Name: \_\_\_\_\_

Bidding No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

<b>Similar Contract Number: ____ [insert specific number] of ____ [insert total number of contracts required].</b>	<b>Information</b>		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total contract amount	_____		UGX_____
If partner in a JV or subcontractor, specify participation of total contract amount	_____ %	_____	UGX_____
Procuring Entity's Name:	_____		
Address:	_____ _____ _____		
Telephone/fax number:	_____ _____		
E-mail:	_____ _____		

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**PQ Form 5a. Specific Experience (cont.)**

Bidder's Legal Name: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ pages  
JV Partner Legal Name: \_\_\_\_\_

<b>Similar Contract No. <u>    </u> [insert specific number] of <u>    </u> [insert total number of contracts] required</b>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 2.4.2a) of Section III (Evaluation and Qualification Criteria):	
Amount	_____
Physical size	_____
Complexity	_____
Methods/Technology	_____
Physical Production Rate	_____

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**PART 2: PROCURING ENTITY'S REQUIREMENTS**

**Scope of Works**

**Brief Description of Works**

**Refurbishment of POSB Chipinge Service Center**

**Location of Works**

Stand number 75 Main Street, Chipinge CBD.

**Commencement and Completion Periods Required:** - 60 days calculated from date contract is signed by both parties.

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## Specifications

The Works are to be performed in accordance with the following attached specifications and bill of quantities and designs.

### 1. Scope of works and Bill of Quantities

<u>Item</u>	<u>DEMOLITIONS</u>	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
	<u>BILL NO. 1</u>				
	<u>ALTERATIONS &amp; DEMOLITIONS (PROVISIVIONAL)</u>				
	<u>( For Preambles see General Specification )</u>				
1	The Contractor is advised to carefully inspect the structures to be demolished to ascertain the exact nature of work.	<i>Item</i>	1		
2	The Contractor will be held responsible for and is to make good at his own expense any damage caused to the existing remaining structures and surrounding buildings and all work not to be removed during the progress of the works and to any fittings etc and is to leave all in perfect and watertight on completion, cover and to protect as necessary.	<i>Item</i>	1		
3	Provide for hoarding /safety screens / barriers as the work proceeds.	<i>Item</i>	1		
4	Allow for watering by spraying, screens etc. to prevent nuisance and dust.	<i>Item</i>	1		
5	All services (water, drainage) encountered and found necessary to be disconnected and are to be stopped off as directed after giving notice.	<i>Item</i>	1		
6	All services (electrical and mechanical etc) encountered are to be disconnected and removed after giving notice.	<i>Item</i>	1		
	<u>Breaking down and removing Concrete/ brickwork etc, cart-away debris and make good walls, soffits and floors where disturbed.</u>				
7	Concrete urinal plinth.	<i>m<sup>3</sup></i>	0.65		
	<u>Break through brick walls, partitions, etc for opening</u>				
8	Break through one brick thick wall to allow for ATM interface.	<i>item</i>			
9	Break through one brick thick wall and make good area to receive new door.	<i>item</i>			
	<i>Carried to Collection</i>				
<u>Item</u>		<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
	<u>Carefully taking out and removing doors, windows, from walls, etc from brickwork to be demolished and handover to Client.</u>				
10	Removal of fire rated with timber doors from steel door frames size 815 x 2032mm high.	<i>no.</i>	1		
	Mild steel glasses window frames with sizes.				
11	Kitchen Window. 2436mm * 598mm	<i>no.</i>	1		
	2438mm * 1200mm	<i>no.</i>	1		



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	2433mm * 1200mm	no.	1		
	1515mm * 1200mm	no.	1		
	1532mm * 1200mm	no.	1		
	3040mm * 1807mm	no.	1		
	Ditto for obscure windows.				
12	male toilet 1,450mm * 600mm	no.	1		
	male toilet 500mm * 600mm	no.	2		
	female toilet 967mm * 600mm	no.	1		
	female toilet 1500mm * 600mm	no.	1		
	Ditto for louver windows with size				
13	2836mm * 2172mm	no.	5		
	700mm * 2829mm	no.	5		
	1370mm * 2400mm	no.	1		
	1515mm * 1200mm	no.	1		
	1532mm * 1200mm	no.	1		
	Dotto for Single hinged door measuring 832mm * 2100mm	no.	1		
	<u>Hack up/off and removing floor tiles, carpets and skirtings including screeds and prepare surfaces to receive new screeds/ floors</u>				
14	Carpets including underlay and cartway	m <sup>2</sup>	169		
15	Ceramic floor tiles on and including screed and cart-away.	m <sup>2</sup>	137		
16	Timber skirtings from brickwork.	m	78		
17	Hack off floors to prepare surfaces to receive new porcelain tiles.	m <sup>2</sup>	436		
	<u>Take out steel kitchen fittings and cart off site</u>				
18	Sink cabinet size 1989 x 533 x 900mm high.	no.	1		
19	Floor cupboard unit size 2800x 533 x 900mm high.	no.	1		
	Carried to Collection			\$	
<b>Item</b>		<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
	<u>Take out Sanitary fittings and handover to Client.</u>				
17	Vitreous China water closet suite complete.	no.	2		
18	Vitreous china wash hand basin fixed to walls including pillar tap and rubber trap.	no.	2		
19	Stainless steel urinal including side cheeks and cistern, size 600 x 1200mm high and make good walls where disturbed.	no.	1		
1	Mirror, size 400 x 600mm.	no.	2		
2	Towel rail.	no	1		
3	Toilet roll holder.	no.	2		
4	Carefully remove/cut off and plug in existing sewage and water supply pipework.	item	1		
	<u>Carefully taking out and removing electrical installation from walls and handover to Client.</u>				
5	Electrical Installations Including electrical trunking, conduits, fittings, wiring, circuit boards, etc.				

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

**PROCUREMENT REFERENCE NO: POSB-58-2023**

6	Removal of 1200mm * 600mm suspended grid ceiling and galvanised	m <sup>2</sup>	308		
	<i>Carried to Collection</i>			US\$	
	<u>COLLECTION</u>				
	<u>BILL NO. 2</u>				
	<u>DEMOLITIONS (PROVISIONAL)</u>				
			Page	-	Amount
	Total Brought forward from Page Number				
	BILL NO. 1				
	Bill Total.				
<b>Item No</b>	<b><u>BRICK WORK</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	<b><u>BILL NO. 2</u></b>				
	<u>BRICKWORK (PROVISIONAL)</u>				
	<i>( For Preambles see General Specification )</i>				
	<u>Brickwork in common bricks in cement mortar 1:4 comprehensive strength 7.5Mpa in stretcher bond.</u>				
	half brick wall	m <sup>2</sup>	17		
	Closing of Aircon opening in One brick wall measuring 500mm * 500mm	no.	2		
	Bricking up of door opening to one brick wall	no.	1		
	<u>BUILDING IN.</u>				
	Set up in position, cross brace and build in pressed steel door frame not exceeding 5 square metres.	no	2		
	BILL NO. 2				
	Bill total.				
<b>Item No</b>	<b><u>JOINERY AND IRONMONGERY</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
-	<b><u>BILL NO. 3</u></b>				
	<i>( For Preambles see General Specification )</i>				
	<u>PROPRIETARY SUSPENDED CEILINGS</u>				
	<u>Electrical light fitting, diffusers, panels, etc generally are "lay in" units of the same dimensions as the suspension grid described and an allowance must be made accordingly for their support inclusive of any flexibility in setting out that may be required (ceiling panels have not been deducted and pricing is to take cognisance thereof)</u>				
	<u>600 x 600 mm VT 15.24 Thermatex Star ceiling tiles on and including partially exposed matching grid system including all square cutting and waste.</u>				
	Ceiling tiles.	m <sup>2</sup>	316		
	<u>PARTITIONS, ETC.</u>				
	<u>Aluminum and glass partitions.</u>				
	2400mm high partitioning system made of aluminium sections and 6.38mm laminated glass from a height.	m	125.00		
	815 x 2032mm high hinged aluminium doors, made of aluminium and 6.38mm laminated glass. Complete with a hook lock	no.	12.00		

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

## PROCUREMENT REFERENCE NO: POSB-58-2023

	Aluminium and high gloss partition wall 2,400m high for teller counters	<i>m</i>	6.00		
	<u>BULKHEADS CLADDING</u>				
	<u>Bulkheads formed of white melamine boards with mitred joints cladding to and including concealed metal frame hung to timber trusses with and including 20mm diameter stainless hangers not exceeding 2 000mm.</u>				
	Bulkhead size 10 300 x 1200 x 150mm high with soffit holed for eight (8 no.) downlights.	<i>no.</i>	1.00		
	Bulkhead size 10 500 x 1200 x 150mm high with soffit holed for four (8 no.) downlights.	<i>no.</i>	1.00		
	Bulkhead size 10 500 x 1200 x 150mm high with soffit holed for four (8no.) downlights.	<i>no.</i>	1.00		
	<i>Carried to Collection</i>				
	<u>KITCHEN FITTINGS</u>				
	<u>16 mm colour melamine board cut and edged right round to make Suitable kitchen cabinet units. Cabinets to receive 32mm polished black granite countertop. Elsewhere measured.</u>				
	Floor Cabinet measuring 3,200mm * 550mm * 900mm	<i>no.</i>	1.00		
	Sink cabinet measuring 1900mm * 550mm * 900mm.	<i>no.</i>	1.00		
	<u>Ablution Fitting.</u>				
	Ablution vanity unit suitable to receive two wash hand basins measuring 1000mm * 500mm * 900mm with 20mm granite countertop. (Wash hand basin and granite top else measured.	<i>no</i>	2.00		
	<u>Granite Worktop</u>				
4	Black granite works top 600mm wide x 32mm thick with including cut out for stainless steel sink size 1800 x 460mm.	<i>m</i>	5.00		
	Black granite works top 550mm wide x 20mm thick with including cut out for oval wash hand basins.	<i>m</i>	2.00		
5	70 x 10mm thick Black granite splashback to tiles walls (provisional)	<i>m</i>	2.00		
	<u>COUNTERS</u>				
	<u>BANK TELLER COUNTER</u>				
	1850mm * 800mm * 600mm bank tellers Counter made from white high gloss board, Front to have 6mm branded Perspex sheeting drilled four holes and pinned with chrome plated pins. With led strip lights underneath countertop overlap. Countertop drilled 50 mm cable management hole. three tie pedestals with drawer size of predestine 450mm*450mm * 700mm,	<i>no</i>	4.00		
	1600mm * 1900mm aluminium and glass counter partition with speak hole and stainless-steel access tray	<i>no</i>	4.00		
	Ditto for 2400mm * 800mm * 600mm loans Counter.	<i>no.</i>	1.00		
	Ditto for curved enquires counter.	<i>no.</i>	1.00		
	<u>DOORS</u>				
	<u>44mm Internal quality commercial semi-solid core flush panel doors hung to timber frames (elsewhere measured)</u>				

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

**PROCUREMENT REFERENCE NO: POSB-58-2023**

	44mm Door size 815 x 2032mm high.	no.	1.00		
	<u>44mm Fire rated quality commercial solid core panel doors complete with steel door frames</u>	no.	1.00		
	44mm Door size 815 x 2032mm high.	no.	1.00		
	<u>Carried to Collection</u>				
<b><u>Item No</u></b>		<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	<u>IRONMONGERY</u>				
	<u>The following to be "Union" or equal approved fixed to timber or metal doors and frames</u>				
	Union No. CZ 682-24-65CH two lever mortice lockset.	no.	5.00		
	Union No. CZ 682-24-65CH three lever rebated mortice lockset.	no.	11.00		
	Union 8400 rubber door stop to wall or floor.	no.	15.00		
	High security detention lockset for grill gate.	no.	1.00		
	Universal "Ladies" toilet sign.	no.	1.00		
	Ditto "Gents"	no.	1.00		
	<u>Bathroom Accessories</u>				
	<u>The following Chromium plated or equal approved bathroom accessories to be supplied installed as a matching set on tiled walls.</u>				
	Soap dispenser.	no.	2.00		
	Toilet roll holder.	no.	2.00		
	<u>Carried to collection</u>				
	<u>BILL NO. 3</u>				
	<u>JOINERY AND IRONMONGERY</u>				<u>Amount</u>
	<u>COLLECTION</u>				
	Total BROUGHT FORWARD from Page Number				
	<u>BILL NO. 3</u>				
	<u>Bill Total.</u>			US\$	
<b><u>Item No</u></b>	<u>METALWORK</u>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	<u>BILL No. 4</u>				
	<u>METALWORK</u>				
	<u>( For Preambles see General Specification )</u>				
	-				
	<u>DOOR FRAMES</u>				
	<u>Standard full profile primed pressed steel door frames with chromium plated striking plates where appropriate (building elsewhere measured)</u>				
	<u>To suit half brick wall (plastered both sides) for:</u>				
	44 mm Door size 815 x 2032mm.	no.	1		
	<u>To one half brick wall (plastered both sides) for:</u>				
	44 mm Door size 815 x 2032mm.	no.	1		
	<u>wall curtain</u>				

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

## PROCUREMENT REFERENCE NO: POSB-58-2023

	<i>Curtain wall glazed with 6.8mm laminated silver blue glass, erected, adjusted, and fixed in position using anodised aluminium sections anchored walls by to brackets fixed to walls by M10 expansion bolts. Glass to be fixed to mullion using structural silicone and mutton tape.</i>	<i>m<sup>2</sup></i>	122		
	<u>GLAZED ALUMINIUM WINDOWS AND FRAMES</u>				
	The following glazed aluminium window and including 6.8mm clear glass, erected, adjusted and fixed in position.				
	Kitchen Windows: 2436mm * 598mm	no	2		
	Banking hall				
	700mm * 2829mm	no	7		
	2170mm * 2867mm	no	2		
	1370mm * 2240mm	no	6		
	Right wing Windows				
	2440mm * 1200mm	no	2		
	1940mm * 1200mm	no	1		
	Main entrance conjoined with single hinged door. ( window 3 047mm * 1196mm and door measuring 832mm *2100mm )	no	1		
	Ablutions With obscure glazing:				
	1454mm * 600mm	no	1		
	497mm * 600mm	no	1		
	967mm * 600mm	no	1		
	1461mm * 600mm	no	1		
	492mm * 600mm	no	1		
	<u>Trellis Doors</u>				
	Supply and fix of trellis/Expander security screens.				
	Kitchen Windows: 2436mm * 598mm	no	2		
	Banking hall				
	700mm * 2829mm	no	7		
	2170mm * 2867mm	no	2		
	1370mm * 2240mm	no	6		
	Right wing Windows				
	2440mm * 1200mm	no	2		
	1940mm * 1200mm	no	1		
	Main entrance conjoined with single hinged door. ( window 3 047mm * 1196mm and door measuring 832mm *2100mm )	no	1		
	1454mm * 600mm	no	1		
	497mm * 600mm	no	1		
	967mm * 600mm	no	1		
	1461mm * 600mm	no	1		
	492mm * 600mm	no	1		
	<u>Grill gate.</u>				
	Supply fabricate and install grill gate fabricated with 18mm round tubes with gauge 0,4mm placed vertically at 100mm centres. Outer frame to be 40mm *40mm *0,3mm square tube. Complete with lockset. Size 832mm *2050mm	no	1		

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

PROCUREMENT REFERENCE NO: POSB-58-2023

	<u>METALWORK</u>				
	Bill Total.			US\$	
<b>Item No</b>	<b><u>PLASTERING AND WALL LININGS</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
			-		
	<u>BILL NUMBER 5</u>				
			-		
	<u>PLASTERING AND WALL LININGS</u>				
	<u>( For Preambles see General Specification )</u>				
	<u>WALL TILING.</u>				
	<u>Ceramic wall tiles" in approved shades with continuous horizontal and vertical joints fixed with and including approved adhesive on and including cement sand screed (1:4) and point in coloured cement, on completion clean down to approval, on: (Prime Cost Sum of \$18.00/m2)</u>				
	<u>Prime Cost of Ceramic tiles US\$18/m2</u>				
1	Walls	m <sup>2</sup>	68		
2	Walls, reveals, etc, in narrow widths	m <sup>2</sup>	1		
	<u>BILL No. 5</u>				
	<u>PLASTERING &amp; WALL LININGS</u>			US\$	
	<u>CARRIED TO SUMMARY</u>				
<b>Item No</b>		<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	<u>BILL NUMBER 6</u>	-		-	
	<u>PAVING AND FLOOR COVERINGS</u>	-			
	<u>( For Preambles see General Specification )</u>	-			
	<u>THE FOLLOWING SUPPLIED AND LAID BY AN APPROVED FIRM OF SPECIALISTS WITH AN ADHESIVE TO SCREED INCLUDING ALL SQUARE CUTTING</u>	-			
		-			
	<u>PORCELAIN FLOOR TILES</u>				
	40mm cement sand screeding to receive new tiles.	m <sup>2</sup>	450		
	<u>600 x 600 x 12mm glassed Porcelain floor tiles laid on cement and sand screed (1:3) to an overall thickness of 40 mm strictly in accordance with the manufacturer's recommendations (Prime Cost \$18.00/m<sup>2</sup>) on:</u>				
	Floors.	m <sup>2</sup>	451		
	75mm High cut tile skirting with square top edge, including mitres, etc.	m	59		
	<u>BILL NO. 6</u>	-			
	<u>PAVING AND FLOOR COVERINGS</u>	-			

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

**PROCUREMENT REFERENCE NO: POSB-58-2023**

	<u>CARRIED TO SUMMARY</u>		-		
	<u>PLASTERING &amp; WALL LININGS</u>			US\$	
	<u>CARRIED TO SUMMARY</u>				
<b>Item</b>	<b><u>RAINWATER DISPOSAL, PLUMBING AND DRAINAGE, ETC</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
-			-	-	
	<u>BILL NO. 7</u>				
	<u>RAINWATER DISPOSAL, PLUMBING AND DRAINAGE, ETC</u> <u>(PROVISIONAL)</u>				
	<u>(For Preambles see General Specifications)</u>				
	<u>RAINWATER DISPOSAL</u>				
	<u>Seamless gutter</u>				
	Seamless gutter plugged to walls with brackets at 1000mm centres	<i>m</i>	27		
	Extra over for stopped end	<i>no.</i>	6		
1	75 x 100mm Rainwater downpipe to wall with and including.				
		<i>m</i>	55		
	<u>Testing</u>				
4	Allow for testing the rainwater disposal installation including flushing out gutters, pipes, etc. until all found good.	<i>item</i>	1		
	<i>Carried to collection</i>			\$	
<b>Item</b>		<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	<u>PLUMBING AND DRAINAGE INSTALLATIONS. ETC.</u>				
	<u>SANITARY FITTINGS</u>				
	<u>Supply and fit the following sanitary fittings including all jointing, brass screws, bolts, plugging etc as required, fittings and accessories to relevant SAZ or BS standards.</u>				
1	Vaal potteries china or similar approved close coupled low level WC suite wash down pan with "P" trap and plastic seat and flap; 14 litre cistern complete with 'cobra 19' toilet econ-flush valve, siphon, and bedding pan level in cement mortar on floor including jointing to waste pipe and water supply. <i>(Prime cost sum US\$ 115.00)</i>	<i>no</i>	3		
2	"Vaal" or equal approved white glazed vitreous china vanity basin size 455 x 595mm with single taphole for 15mm diameter mixer complete with integral overflow, chromium plated waste outlet and captive plug, set in opening in ac vanity worktop (elsewhere measured) and connect up. <i>(Prime cost sum US\$ 135.00)</i>	<i>no</i>	2		

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

## PROCUREMENT REFERENCE NO: POSB-58-2023

3	Franki or equal approved stainless steel single bowls with single drainer sink, size 800 x 460mm wide overall, fitted in worktop with 40mm chromium plated waste, plug, stay and chain, and joint to waste pipes. (Prime cost sum US\$ 120.00)	no	1		
4	"Vaal lavatera" vitreous china or equal approved wall hung urinal bowl with top inlet or back inlet overall size 600 x 385 x 380mm complete with 38 mm chromium plated domical grating, a spreader (20mm diameter thread) and hanger concealed brackets, fix to walls and connect up. (Prime cost sum US\$ 95.00)	no	4		
	Carried to collection			\$	
<b>Item</b>		<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
	<u>SANITARY PLUMBING</u>				
	<u>uPVC Pipes (Class 6)</u>				
1	40mm Waste pipe fixed to walls, etc	m	8		
2	Ditto, under concrete surface beds	m	6		
3	110mm Ventilation pipe fixed to walls, etc	m	4		
4	110mm Drainpipe laid in trench including excavations, etc.	m	6		
	<u>Extra over uPVC pipe for fittings</u>				
5	40mm Bend	no	10		
6	40mm Bend with inspection eye	no	3		
7	40mm Junction with inspection eye	no	2		
8	110mm Bend	no	4		
9	110mm bend with inspection eye	no	1		
10	110mm Junction	no	1		
12	110mm Junction with inspection eye	no	2		
13	110mm Straight pan connector	no	3		
14	110mm Twin vent valve	no	3		
	<u>Sundries</u>				
15	40 mm rubber P or S trap.	no	3		
	<u>Testing</u>				
16	Allow for the testing of sanitary installation including flushing out pipes, cleaning out traps, etc.	item	1		
	Carried to collection			\$	
<b>Item</b>		<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
	<u>BRASSWORK</u>				
1	15mm flexi connectors with angle valves	no.	8		
2	15 mm chromium plated sink mixer and joint to copper pipes. (Prime Cost Sum US\$110)	no	1		
3	15mm Chromium plated basin mixer (Prime Cost Sum US\$90)	no.	4		
4	"Cobra FJ6000" or equal and approved chromium plated flush valve. (Prime Cost Sum US\$85.00)	no	1		



# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

**PROCUREMENT REFERENCE NO: POSB-58-2023**

5	15mm Brass stop cocks and jointing to pipes.	no	5		
6	22mm Isolation valve	no	5		
	<u>Testing</u>				
7	Allow for the testing of cold-water installation to the satisfaction of the Project Manager and Municipal Authorities.	item	1		
	<u>BUILDERS' WORK IN CONNECTION WITH PLUMBING AND ASSOCIATED SERVICES.</u>				
	<u>HOLES, ETC</u>				
	<u>Leave or form hole for pipe not exceeding 50mm</u>				
	<u>internal diameter through.</u>				
8	230mm Thick brick walls	no	1		
	<u>Carried to collection</u>			\$	
	<u>BILL NO. 9</u>				
	<u>RAINWATER DISPOSAL, PLUMBING AND DRAINAGE, ETC (PROVISIONAL)</u>				
	<u>COLLECTION</u>		Page		Amount
	Total BROUGHT FORWARD from Page Number				
	<u>BILL NO. 9</u>				
	<u>RAINWATER DISPOSAL, PLUMBING AND DRAINAGE, ETC (PROVISIONAL)</u>				
	<u>CARRIED TO SUMMARY</u>			\$	
<u>Item No</u>		<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
-	<u>BILL NUMBER 8</u>	-			
	<u>GLAZING</u>	-			
	<u>(For Preambles see General Specification)</u>	-			
	<u>GLAZING</u>				
	<u>MIRRORS</u>				
1	6 mm Clear float quality glass silvered and sealed mirror with polished edges sprayed on back with clear lacquer before fixing, drilled for and plugged and screwed to tiled walls with and including chromium plated capped mirror screws and rubber washers, size 400 x 600mm.	no.	6		
	<u>BILL NO. 8</u>	-			
	<u>GLAZING</u>	-		\$	
	<u>CARRIED TO SUMMARY</u>	-			
<u>Item No</u>		<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
	<u>BILL NUMBER 9</u>		-	-	
	<u>PAINTING</u>				
	<u>ON PLASTER, ETC</u>				
	<u>PAINTWORK ETC TO PREVIOUSLY PAINTED WORK</u>				
	<u>Prepare, stop and apply one undercoat and two finishing coats washable external quality PVA paint externally on: (Dulax or pluscon paints only)</u>				

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

PROCUREMENT REFERENCE NO: POSB-58-2023

	Iron float plastered walls.	m <sup>2</sup>	530		
	Walls reveals, etc in narrow widths.	m <sup>2</sup>	59		
	<u>Prepare and apply three coats internal quality P.V.A emulsion paint internally on:</u>				
	Steel trowel plastered walls, beams, columns etc.	m <sup>2</sup>	676		
	Walls reveals, etc in narrow widths.	m <sup>2</sup>	33		
	Plaster board ceiling	m <sup>2</sup>	182		
	<u>PAINTWORK ETC TO NEW WORK</u>				
	<u>Prepare, stop, and apply one undercoat and two finishing coats washable external quality PVA paint externally on:</u>				
6	Walls reveals, etc in narrow widths.	m <sup>2</sup>	7		
	<u>ON METAL</u>				
	<u>Protective Coatings</u>				
	<u>Touch up manufacturer's priming coat and apply one undercoat and two finishing coats high gloss enamel paint on:</u>				
7	Steel door frames.	m <sup>2</sup>	15		
	<i>Carried to Collection</i>				
<b><u>Item No</u></b>		<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	<u>ON WOOD</u>				
	<u>Prepare, knot, prime &amp; stop one undercoat and two finishing coats high gloss enamel paint on:</u>				
8	Timber door.	m <sup>2</sup>	2		
	<u>LEAVE CLEAN</u>				
9	Allow for touching up all work throughout, clean off all paint, oil, cement, or other stains or marks on walls, floors, ceilings, glass, etc., and leave all surfaces in full and proper working order.	Item	1		
	<i>Carried to collection</i>				
	<u>BILL No. 9</u>			-	
	<u>PAINTING</u>			-	
	<u>COLLECTION</u>			-	
	Total BROUGHT FORWARD from Page Number				
	<u>BILL No. 10</u>				
	<u>PAINTING</u>			US\$	
	<u>CARRIED TO SUMMARY</u>				
<b><u>Item No</u></b>		<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	<u>BILL NO. 10</u>				
	<u>ELECTRICAL INSTALLATION</u>				
	-				
	<u>Electrical Installation</u>				

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

**PROCUREMENT REFERENCE NO: POSB-58-2023**

1	Contractor to provide samples of Contractor to provide samples of light fittings, switches, power points, trunking etc., for approval before installation.	<i>Item</i>	1.000		
	Provisional amount for all electrical work, including but not limited to, light fittings, switches, power points, trunking etc.,				8,000.00
	<u>BILL No. 10</u>				
	<u>ELECTRICAL INSTALLATION</u>			\$	8,000.00
	<u>CARRIED TO SUMMARY</u>	-			
<b>Item</b>			<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
			-	-	
	<u>BILL NO. 11</u>				
	<b><u>EXTERNAL WORKS</u></b>				
	<u>(For Preambles see General Specification )</u>				
	<u>Paved Walkways</u>				
	Preparation of ground by removal of top soil and carting of site, scarifying of surface and machanically compacting area.	$m^2$	503		
	<u>60mm thick Interlocking pavers.</u>				
	Imported inert fill, spread and compact making good levels. Lay 60mm interlocking pavers on 50mm sand blinding and 250-micron plastic.	$m^2$	503		
	<u>Razor wire</u>				
	Supply and fix of razor wire right round boundary wall	$m$	132		
	Supply and fix of an electric fence.	$m$	132		
	Provisional sum for revamping cottage as directed by client	<i>item</i>	1	6,000.00	6,000.00
1	<u>Accessibility Ramp.</u>				
	<u>Accessibility ramp with slope not more than 1:12 for wheelchairs, surfaces tiled with nun-slip tiles.</u>				
	Mass Concrete grade 30Mpa, vibrated and reinforces with S193 laid for ramp with appropriate formwork.	$m^3$	8		
1.a	<b><u>Floor tiling</u></b>				
	High traffic Porcelain tiles. 600mm * 600mm nun-slip tiles laid in approved tile adhesive for all surfaces of ramp.	$m^2$	14		
1.b	<b><u>Hand Railing</u></b>				
	Stainless steel Balustrading 1000mm high, made of 50mm handrail, 50mm balusters at max 1000 centres, and 6 horizontal lines of 16mm stainless steel runners.	$m$	13		
	<u>BILL No. 11</u>				
	<u>EXTERNAL WORKS (PROVISIONAL)</u>				
	<u>CARRIED TO SUMMARY</u>			US\$	

**STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB  
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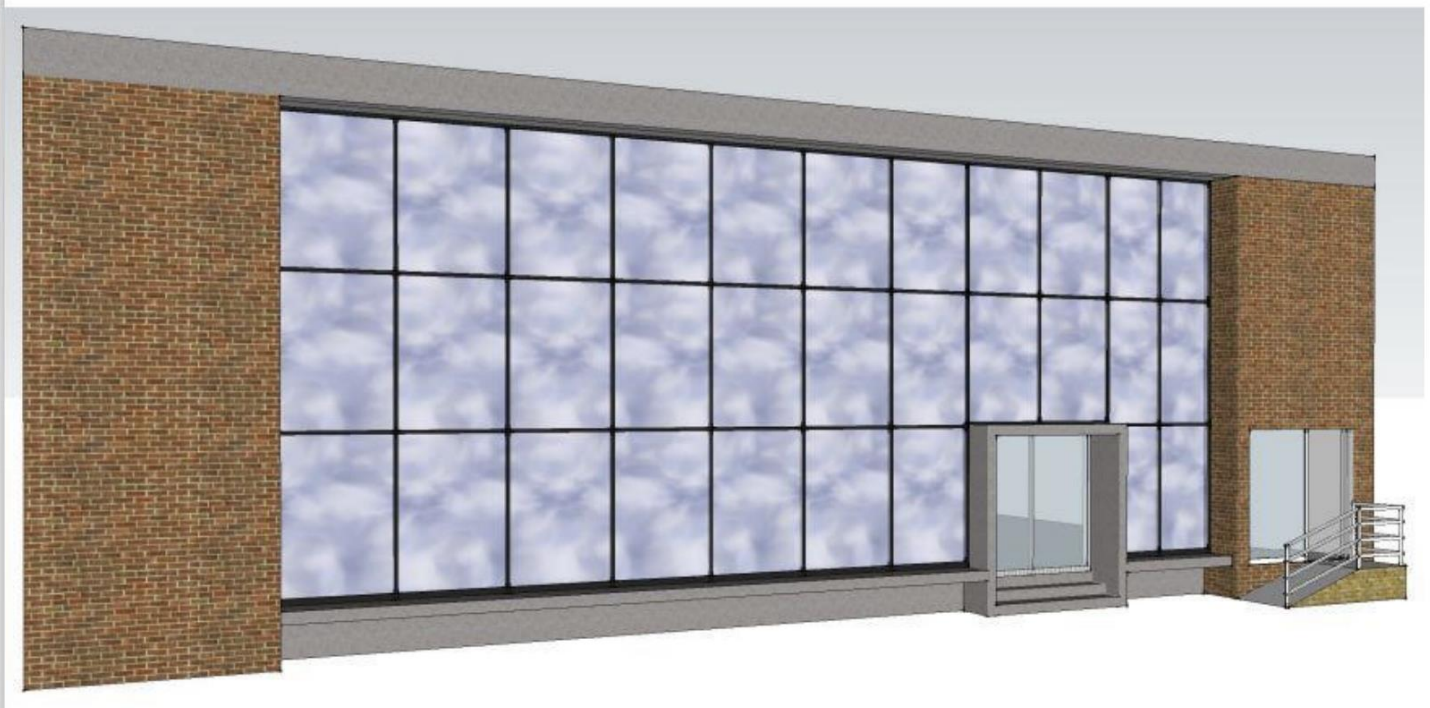
	<b><u>SUMMARY</u></b>		
<b><u>Bill No</u></b>	<b><u>Trade</u></b>	<b><u>Page</u></b>	<b><u>Amount</u></b>
1	Preliminary and General		
2	Alterations and Demolitions		
3	Brickwork		
4	Joinery and Ironmongery		
5	Metalwork		
6	Plastering and Wall linings		
7	Paving & Floor Coverings		
8	Plumbing & Drainage		
9	Glazing		
10	Painting		
11	Electrical Installation		8,000.00
12	External Works (Provisional)		
	Sub-Total	\$	
	Add: Contingency	10%	
	<b>Sub-Total</b>		
	Add: Value Added Tax	15%	
	<b>Total Carried to Form of Tender</b>	<b>US\$</b>	

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**2. Designs.**

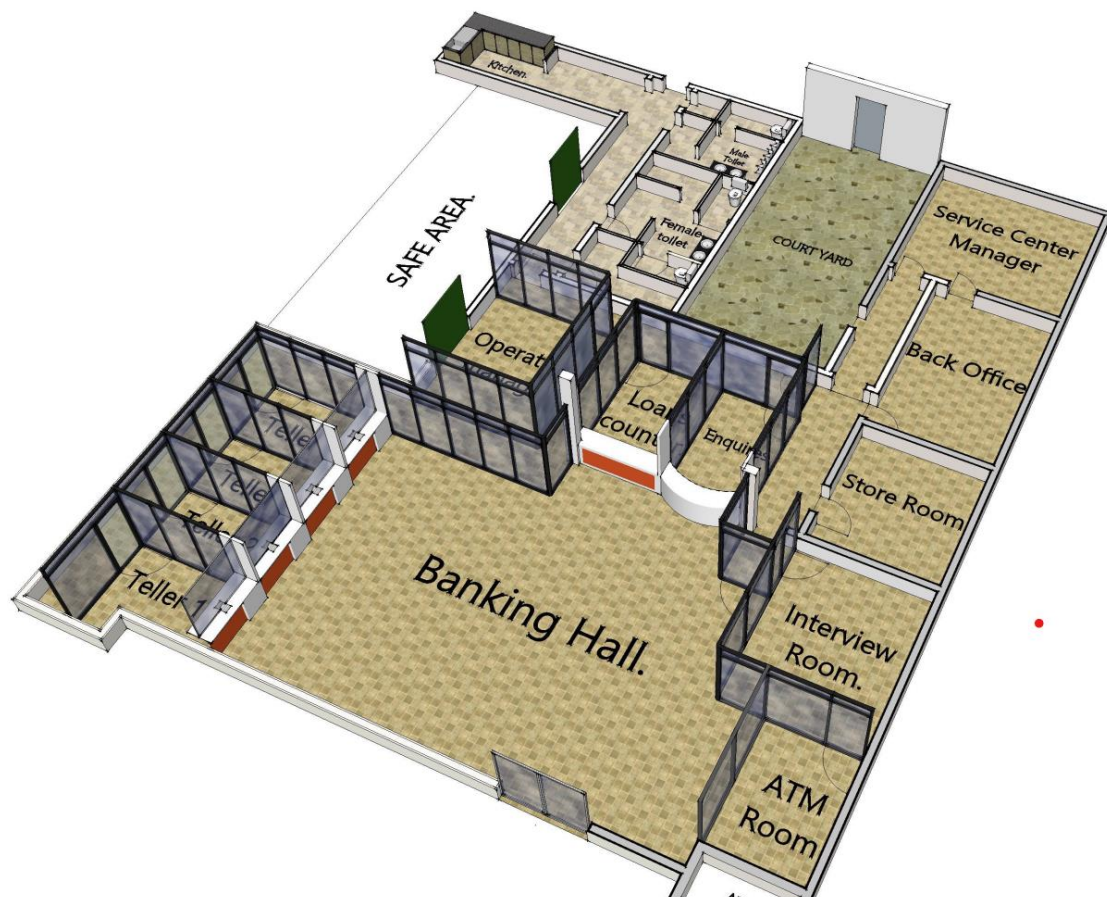


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Banking Area.





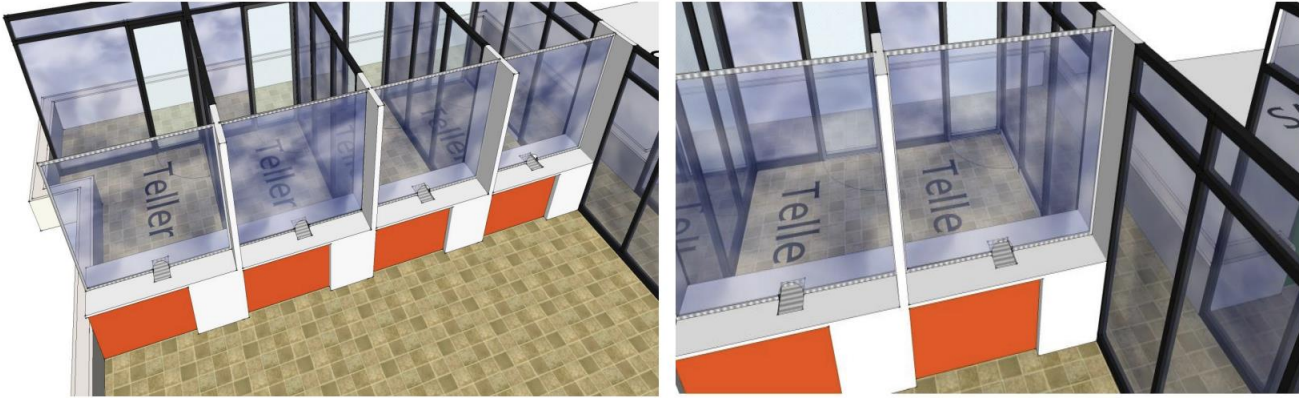
**STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB  
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**Teller Counters**

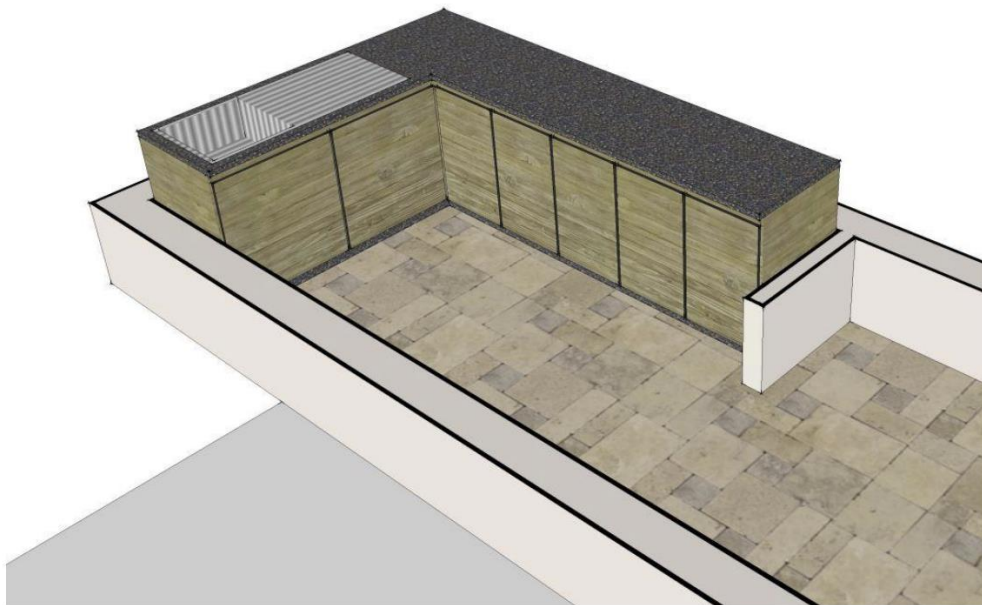
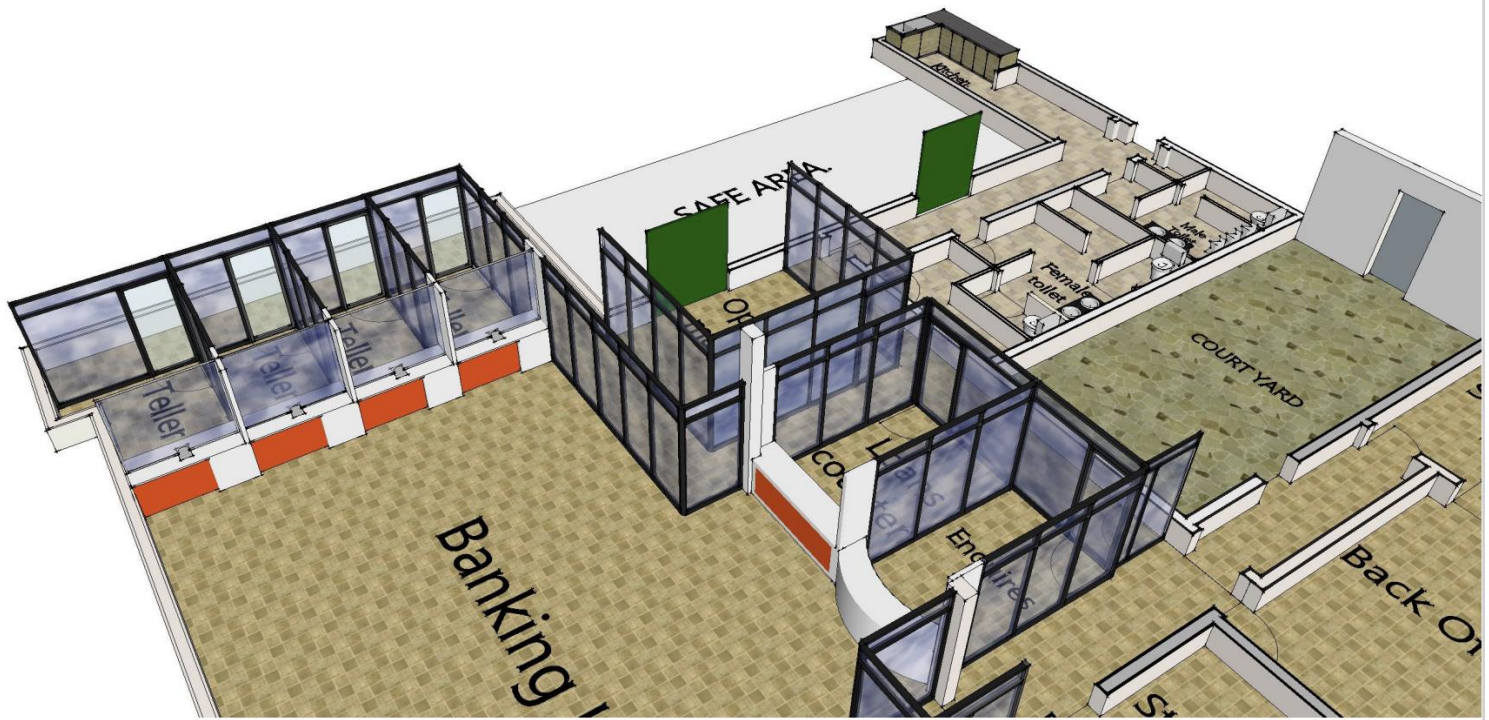
*Spec: Speak Hole, stainless steel Service tray & access hole.*



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**Schedule of Activities**

Name of Bidder:

Bidder's Reference Number:

Currency of Bid: \_\_\_\_\_

<b>Item No</b>	<b>Activities of Works</b>	<b>Unit</b>	<b>Total Price</b>
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		<b>Grand Total</b>	

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

## PROCUREMENT REFERENCE NO: POSB-58-2023

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### Form of Bid Security (Bank Guarantee)

*[This Bid Security should be on the letterhead of the issuing Financial Institution and should be signed by a person with the proper authority to sign the Bid Security. It should be included by the Bidder in its bid, if so indicated in the BDS]*

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

Procurement Reference No.: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring Entity]*

Whereas, *[insert complete name of Bidder]* (hereinafter called "the Bidder") has submitted its bid dated *[insert date (as day, month and year) of bid submission]* for Procurement Reference number *[insert Procurement Reference number]* for the construction of *[insert brief description of the Works]* (hereinafter called "the bid").

KNOW ALL PEOPLE by these presents that We *[insert complete name of institution issuing the Bid Security]* of *[insert city of domicile and country of nationality]* having our registered office at *[insert full address of the issuing institution]* (hereinafter called "the Guarantor") are bound to *[insert complete name of Procuring Entity]* (hereinafter called "the Procuring Entity") in the sum of *[specify in words and figures the amount and currency of the Bid Security]* for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors or assignees by these presents. Sealed with the Common Seal of the said Guarantor this *[insert day in numbers]* day of *[insert month]*, *[insert year]*.

THE CONDITIONS of this obligation are:

- (1) If the Bidder withdraws its bid during the period of bid validity specified in the bid submission sheet; or
- (2) If the Bidder having been notified of the acceptance of its bid by the Procuring Entity during the period of bid validity fails or refuses to: (a) sign the Contract., or (b) furnish the required Performance Security as required, or (c) accept correction of its bid price.

we undertake to pay to the Procuring Entity up to the above amount upon receipt of its first written demand, without the Procuring Entity's having to substantiate its demand, provided that in its demand the Procuring Entity states that the amount claimed by it is due to it, owing to the occurrence of one or more of the above conditions, specifying the occurred conditions.

This security shall remain in force up to and including *[insert date, month and year in accordance with ITB Clause 18.3]* and any demand in respect thereof should be received by the Guarantor no later than the above date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

Signed: *[insert signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Bid Security]*

In the capacity of *[insert legal capacity of person signing the Bid Security]*

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

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## **Bid-Securing Declaration**

*{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.*

Procurement Reference  
number:

Date: .....[date (in day, month and  
year format)]

Bidder's Reference Number:

To: {full name of Procuring Entity}

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from being eligible for bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder; or twenty-eight days after the expiration of our Bid, whichever is the earlier.

**Signed** .....

**Name:** .....

**In capacity of:** .....

**Date:** .....(DD/MM/YY)

**Duly authorised for and on behalf of:**

**Company** .....

**Address:** .....

.....

**Corporate Seal (where appropriate)**

**STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB  
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*{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.}*

**Declaration by the Accounting Officer**

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

**G. CHANGUNDA**

**Chief Executive Officer**

Signature .....  ..... Date .....

Signed on 19 Nov 2023, 12:15 PM CAT

**Company Stamp**

**STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB  
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**PART 3 CONTRACT**

**STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB  
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**General Conditions of Contract**

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Complex Works (copy available on request) except where modified by the Special Conditions below.

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

**PROCUREMENT REFERENCE NO: POSB-58-2023**

## Special Conditions of Contract

Procurement Reference Number: .....

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
1.1(g)	<b>The Contractor is:</b> _____ <i>[insert the name, address and contact details of Contractor].</i>
1.1(q)	<b>The Intended Completion Date for the Whole Works is:</b> _____ <i>[insert the period of duration of the contract]</i>
1.1(f)	<b>The Procuring Entity is:</b> _____ <i>[insert the name, address and contact details of the Procuring Entity]</i>
1.1(v)	<b>The Project Manager is:</b> _____ <i>[insert the name, address and contact details of Project Manager. If there would be no Project Manager appointed for the Contract, the authorised representative of the Procuring Entity shall act as the Project Manager]</i>
1.1(w)	<b>The Site is located at:</b> _____ <i>[insert the exact location of the project site].</i>
1.1(z)	<b>The Start Date shall be:</b> _____ <i>[insert the exact start date of the contract].</i>
1.1(cc)	<b>The Works consist of:</b> _____ _____ <i>[insert a brief description of the Works that the Contractor will construct, install and turn over to the Procuring Entity]</i>
2.2	<b>The documents that form part of the Contract shall be following:</b> <ul style="list-style-type: none"><li>a. the Contract Agreement,</li><li>b. the Letter of Acceptance,</li><li>c. the Contractor's Bid Submission Sheet,</li><li>d. the Special Conditions of Contract,</li><li>e. the General Conditions of Contract,</li><li>f. the Procuring Entity's Requirements,</li><li>g. the Contractor's Bill of Quantities or Schedule of Activities (as applicable), and</li><li>h. any other documents submitted by the Contractor forming part of the Contract.</li></ul> <p>The priority of the documents shall be in the aforementioned order. If there is any discrepancy or inconsistency, the Project Manager shall issue any necessary clarification.</p>

# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

PROCUREMENT REFERENCE NO: POSB-58-2023

GCC reference	Special Conditions
2.3	<b>The Contract is a:</b> <i>[insert admeasurement contract or lump-sum contract]</i>
3.1	<b>The Language of the Contract is English.</b> The Law governing the Contract is that of the Republic of Zimbabwe.
4.1	<p>The Project Manager's decision shall be limited to the following:</p> <ul style="list-style-type: none"> <li>(a) issuing a variation order equal to 15% of the Initial Contract Amount in accordance with GCC Sub-clause 29.1 (b);</li> <li>(b) adjusting the Contract Price by up to 10% of the Contract Amount when a Compensation Event causes additional cost in accordance with GCC Sub-clause 33; and</li> <li>(c) any consequent extension of time that should be issued under (a) and (b).</li> </ul> <p>On circumstances that exceeded the aforementioned limits, prior approval of the Procuring Entity is required.</p> <p><i>[These provisions should be carefully inserted by the procuring entity. Please delete these provisions if procuring entity believes that the Project Manager should carry out all contract management responsibility on its behalf.]</i></p>
7	<p><b>7.1 The limit of subcontract is:</b> _____ <i>[state a percentage if required; if subcontracting is not applicable, please delete].</i></p> <p>If subcontracting is allowed, this shall not diminish or affect the contractor's responsibility for fulfilling its obligations under a Contract</p> <p><b>7.2 The Schedule of Other Contractors is:</b></p> <p><i>[insert the schedule of other contractors as applicable]</i></p>
10.1	<p><b>The minimum insurance amounts and deductibles shall be:</b></p> <ul style="list-style-type: none"> <li>(a) for loss or damage to the Works, Plant and Materials: <i>[insert currency and amount]</i>.</li> <li>(b) For loss or damage to Equipment: <i>[insert currency and amount]</i>.</li> <li>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>[insert currency and amount]</i>.</li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(i) of the Contractor's employees: <i>[insert currency and amount]</i>.</li> <li>(ii) of other people: <i>[insert currency and amount]</i>.</li> </ul> </li> </ul>
11.2	<p><b>The data on Site</b> are outlined in the following documents:</p> <p>_____</p> <p>_____</p> <p><i>[insert any documents provided by Procuring Entity that relates to site data. If there is none, please delete]</i></p>



# STANDARD BIDDING DOCUMENT FOR THE REFURBISHMENT OF POSB CHIPINGE SERVICE CENTER.

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GCC reference	Special Conditions
16.1	<b>The Site Possession Date shall be:</b> <i>[insert location(s) and date(s)]</i>
19.1	The Contractor shall submit a Program for the Works within 14 days after the date of the Letter of Acceptance.
19.3	No program updates shall be required unless specifically requested by the Project Manager of the Procuring Entity. <i>[If program updates are required, amend to the following text and insert SCC 19.3]</i> The Contractor shall submit for approval an updated Program for the Works within 14 days from the date of any change made to the Contract.
26.1	<b>The Defects Liability Period is:</b> <i>[insert number]</i> months. <i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</i>
34.2	<b>Adjustment of the Contract Price:</b> The Project Manager shall not adjust the Contract Price if taxes, duties, and other levies are changed during the period from Start date to the date the Completion certificate <i>[State any arrangement under which the Contract Price may be adjusted or delete if inapplicable.]</i>
35.1	The retention shall be <i>[State percentage to be retained, normally five percent (5%) of each payment certificate].</i>
36.1	The Liquidated Damages shall be _____ per day of delay <i>[please insert an applicable amount per day that may be calculated as 1 percent of the Contract amount, or contract amount divided by the time for completion, whichever is higher].</i> The total liquidated damages (LD) shall not exceed _____ <i>(insert the maximum percentage that can be 10%)</i> of the Contract Amount, or _____ <i>(indicate an amount in the currency of the Contract).</i>
38.1	No advance payment shall be made. <b>OR</b> The advance payment shall not exceed 15% of the Contract Price for domestic contractors and 10% for foreign contractors, and shall be paid to the Contractor no later than <i>[insert date]</i> from receipt of an acceptable Bank Guarantee.
39.1	The Performance Security shall be in the form of a Bank Guarantee and in the amount of _____ <i>(indicate the applicable percentage)</i> the Contract Amount in the form of <i>[A Bank Guarantee shall be unconditional (on demand) (see Part 3. Contract Forms). An amount of 5 to 10 percent of the Contract Price is commonly specified for Performance Bank Guarantees.]</i>

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**PROCUREMENT REFERENCE NO: POSB-58-2023**

GCC reference	Special Conditions
<b>42.1</b>	The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable Fee or delete]</i> .
<b>46</b>	<b>46.1</b> The date to supply "as-built drawings and/or operating manuals shall be within 14 days following issue of Completion Certificate. <b>46.2</b> The amount to be withheld shall be _____ <i>[normally 0.01 percent of the Contract amount per day of delay or any appropriate amount]</i> per day of delay.
<b>49.1</b>	The percentage to apply to the value of the work not completed, representing the Procuring Entity's additional cost for completing the Works, is <i>[insert percentage]</i> .