



REQUEST FOR PROPOSAL FOR

BOREHOLE DRILLING

RFP NO:AWF/Zimb 001/2021

To be received on or before 5.00 P.M. On June 30, 2021.

E mail: ZMProcurement@awf.org

Section A. Objectives of the Invitation & Our Purchase Policy

- The objective of this tendering exercise is to identify capable vendors to deliver goods and services as per AWF's requirements.
- AWF procurement policy is that all purchasing decisions are made in a fair, open and transparent manner.
- All procurement activities are executed consistent with the highest Professional, ethical, moral and legal standards avoiding situations of compromise as per AWF Fraud & Corruption Prevention Policy.
- Collusion with employees for any form of favors is against AWF policy.

Section B. Request for Proposal

AWF, an international conservation organization headquartered in Kenya hereby invites applications from reputable vendors to tender for provision of borehole drilling and equipping services at the Chiwore South (Mkanga Field Station).

PLEASE NOTE: that AWF reserves the right to accept or reject applications made in pursuant to the tender at its own discretion without assigning any reason thereof. Any subsequent appointment made pursuant to the tender is subject to invitation to tender/quote for specific goods/services

Instructions to Bidders

A) Duly completed documents should be returned by email: ZMProcurement@awf.org on/before **June 30, 2021 5PM EAT**, addressed to the Procurement Committee. For any clarifications, please send your queries to ZMProcurement@awf.org with a copy to mbandi@awf.org no later than 2 days before the closing date.

B) Documents to be submitted with the proposal: -

Schedule A: Completed and Signed Application Form/Letter

Schedule B: Completed Business Questionnaire and trade references-Please include: -

- Certificate of registration, tax compliance certificate, relevant licenses,
- Evidence of previous experience and clients; with proof that the applicant has at least 5 years' Experience in the provision of similar works
- Copy of audited financial statements for the last two years (Balance sheet and income statement)

Schedule C: Qualifications and CV of Proposed key personnel and equipment details- (indicate whether owned or leased)

Schedule D: Schedule of Services (methodology, work plan and completion period)

Schedule E: Financial Proposal with duly filled BOQ

Section F. General Requirements

- 1.1. Eligible Applicants
- 1.2. This Request for Proposal is open to all vendors eligible as described in the application documents. Successful applicants shall later be contacted for the provision of services as required by AWF.
- 1.3. Applicants shall bear all costs associated with the preparation and submission of their application and AWF will not be responsible or liable for those costs regardless of the conduct or outcome of the application process.

- 1.4. The applicants shall furnish, as part of the application, documents establishing the applicant's eligibility to apply and their tender to perform the contract if accepted.
- 1.5. The documentary evidence of the applicant's tender to perform the contract if the application is accepted:
 - a) That the applicant has financial and technical capability necessary to execute the contract
 - b) That the applicant has an established physical and postal address for ease of contract and is licensed by the Zimbabwe Government to trade in the category applied for.
 - c) That the applicant is willing to do business with AWF and shall allow credit facilities as per AWF's terms and conditions of contract.
 - d) That the questionnaire is to be fully and comprehensively completed in all respects and all documents must be submitted in English Language
 - e) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, AWF reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
 - f) Applicants will meet all costs associated with preparation and submission of their applications
 - g) Any information given and later found to be incorrect shall lead to disqualification of the Applicant
 - h) The completed document shall be signed off and initialled by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided.
 - i) Canvassing will lead to automatic disqualification of the Applicant.
 - j) Late submission will not be acceptable. Any application (s) received after the date of closure will be considered as late and disqualified.
 - k) Applicant is not listed on the UN list of organizations with terror links or banned by the government on Zimbabwe from doing business in Zimbabwe.

2.0 Goods eligibility and conformity

- 2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application documents of all goods/services which the applicant proposes to supply if accepted.
- 2.2 The documentary evidence of the eligibility of goods and services shall consist of statement in the price schedule, brochures, catalogues of the goods and services offered which in some case shall be confirmed of origin issued at the time of shipment.

3.0 Corrupt and Fraudulent practices

- 3.1 AWF requires that applicants observe the highest standards of ethics during the procurement processes and the execution of contract. In pursuance of this policy AWF:
 - a) Define for the purpose of this provision, the terms set forth below as follows
 - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of AWF officers in the procurement process or in contract execution including acceptance of this application.
 - ii) "Fraudulent practice" means a misinterpretation of facts in order to influence a procurement process of execution of a contract to the detriment of AWF and includes collusive practices among supplier (prior to or after application submissions) designed to establish item prices, artificial non-competitive levels and to deprive AWF the benefit of free and open competition.
 - b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application "acceptance in question".
 - c) Will declare an applicant ineligible either indefinitely or for a stated period time to be awarded any contract if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract.

4.1 Payment Terms

Payment will be remitted in four instalments upon certification by the Project Manager: -

- 40% upon mobilization of all materials and labor and the preparation of the site for the drilling of borehole
- 30% Completion of drilling and equipping the borehole
- 20% Completion of all necessary tests required
- 10% 3months after completion

5.1 Defects Liability Period

Retention at 10% of the value of the Works will be held by AWF as a safeguard against defects which may subsequently develop during the Defect Liability Period of **six months** or within the pump and other equipment warranty period; whichever shall be the highest. The retention money acts as a guarantee for the Contractor to remedy those defects. This percentage will be deducted from all the interim payments made to the Contractor, and released/paid once the defects are corrected.

Schedule A: Application Form
(To be submitted in the letterhead of the tenderer)

Date:

To: African Wildlife Foundation (AWF)
Unit D, Delken Complex
Mount Pleasant Business Park
Harare, Zimbabwe.

1. Having examined the tender documents including, we the undersigned, offer

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(Description of Goods/Services)

in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.

2. We undertake, if our application is accepted, to deliver goods/services in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of AWF.
3. We agree to abide by this application for the period of processing. Preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.
4. We agree to abide by and uphold AWF's general terms and conditions of contract
5. We agree to abide by and uphold AWF policy on Prevention of Fraud & Corruption.
6. We understand: -
 - a) That this is a tender/quotation application for consideration to supplier for goods/services to this tender.
 - b) That AWF is not bound to accept this application or any other that it may receive.

Dated thisday of20.....

(Signature) (In the capacity of)

Duly authorized to sign tender for and on behalf of

Rubber Stamp/Company Seal

Schedule B: Completed Business Questionnaire and trade references

1	Name of Organization	
2	Postal Address	P.O Box.....
3	Physical location of Business Premises	Town..... Street..... Building..... Name..... Floor.....
4	Contacts	Telephone..... Email..... Website.....
5	Nature of Organization (e.g. Sole Proprietorship, Public Limited Company, Partnership etc.)	
6	Names of the Proprietor, Directors or Partners	
	Proprietor	1.
	- Partnership	1. 2. 3. 4.
	-Public Limited Company	1. 2. 3. 4.
7	Business Operations	Year established..... Duration of Business Operation.....
8	Company Registration No. (Attach Copy) (Y/N)	Number.....
9	Registration Certificate VAT Number	Number..... Number..... Attached copy
10	State Credit Period (Minimum proposed is 30 days)	
11	State Tender Validity Period (Minimum proposed is 90 days)	
12	Contact Person.....	Job Title.....
13	Registration with relevant Regulatory bodies	Registration Body..... Category of Registration.....

Provide contact details for three referees for previous/current work that is similar or the same to the

one now applied for. Note that the referees may be contacted without further reference to you.
(Attach documentary evidence of existence of the contract)

A	Have you previously been contracted by AWF? (Tick one)	YES NO Describe the contract and nature of works and for how long
B 1	Others Organizations or Companies Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
2	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
4	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided

TRADE REFERENCES

Do any of the following apply to your Organization, or to (any of) the Director(s)/Partners/Proprietor(s)		
Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	Yes/No	If Yes give details
Has been convicted of a criminal offence related to business or professional conduct	Yes/No	If Yes give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client?	Yes/No	If yes give details
Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?	Yes/No	Attach certificate of Tax compliance

Schedule C: Qualifications and CV of Proposed key personnel and equipment

Schedule D: Schedule of Services (methodology, work plan and completion period)

SECTION D: SCOPE OF WORKS

1.1 GENERAL

1.1.1 MATERIALS AND EQUIPMENT

All materials, equipment, etc. to be used in the execution of the work by the Contractor in this contract shall conform to the requirements of the latest Zimbabwe Bureau of Standards (TBS), International Standard Organization (ISO) or other approved applicable standards in Zimbabwe unless otherwise specifically stated.

1.1.2 QUALITY OF MATERIAL AND WORKMANSHIP

The materials and workmanship shall be of the best of their respective kinds and shall be to the approval of the project manager.

Should any material/equipment which are in the judgement of the project manager unsound, or of inferior quality or in any way unsuited for the work in which it is proposed for use, such materials/equipment shall not be used upon the works and shall forthwith be removed from the site and replaced with the proper quality items to the approval of the project manager, all at the expense of the contractor.

The Contractor shall remove and reconstruct at his own expense any portion of the works which gives evidence of any defects or injury which may affect the strength of durability of the work or the performance of the system.

1.1.3 CONTRACTOR'S LIABILITY

The Contractor shall indemnify the Employer against any claims made in respect of loss of life, injury or damage to persons, animals, goods or property.

1.2 BOREHOLE DRILLING

1.2.1 CONTRACTOR

The drilling works shall be carried out by a qualified Borehole Drilling Contractor who is duly registered with the Ministry of Environment, Water and Climate.

1.3 REGULATIONS AND STANDARDS - TECHNICAL SPECIFICATIONS

The borehole shall be drilled at the site to be identified by the Project manager. The borehole shall be drilled to the depth ordered by the Project manager, anticipated to be **150 meters in depth**. It shall be drilled through all strata encountered.

The client will apply for any permit and Government authorization that might be required before drilling the borehole.

1.3.1 MOBILIZATION, DEMOBILIZATION AND RESTITUTION.

The Contractor shall mobilize to the site in accordance with the agreed Programme.

The sum for mobilization shall include: Such preparation as is required, including erection, dismantling and preparation of such temporary camps as the Contractor deems necessary. It shall include provision of water for camp and redevelopment purposes and the provision of personal sanitation facilities.

The Contractor shall minimize disturbance to neighbouring plots and in the school compound. This shall particularly include ensuring that bailed fines and pumped test water are discharged in a manner that does not create a nuisance either to public or private property.

Site re-instatement under the condition of contract shall include the removal of all hydrocarbons spilled, leaked or otherwise released and associated packaging and cotton waste.

Site re-instatement is deemed an integral part of mobilization. This activity shall be costed considering the items above and expressed as a lump sum.

1.3.2 DRILLING

Drilling shall continue through all strata encountered. Drilling fluids and additives used must be approved by the Project manager prior to use. The contractor shall provide appropriate tools and equipment and maintain them in good condition capable of operating to the manufacturer's rating and to ensure a smooth, straight hole. Drilling shall continue to the stipulated total depth at a minimum diameter. The Project manager reserves the right to stop drilling operation if he considers that further drilling is unlikely to be advantageous. In this event payment shall only be made for the amount of work actually executed.

1.3.3 SAMPLE COLLECTION AND STORAGE: RECORD KEEPING.

Samples of the drill cuttings returned to the surface shall be collected at two (2) meter intervals, dried and bagged. Each bag shall be clearly marked with the sample depth interval and borehole number. The contractor shall record the depth of any zone of lost circulation for which no sample was taken. The contractor shall maintain a log of the penetration rate on a meter by meter basis, in minutes per meter drilled.

A stopwatch shall be used for this purpose, so that only the net drilling time is recorded, excluding any time taken in drilling interruptions. The depth of any voids, or of particularly rapid penetration, or significant changes in rig noise shall also be noted.

The Water level shall be measured and recorded at the start and end of every shift, after significant breaks in activity (such as meal breaks), and during periods of plant downtime (as appropriate). Water levels shall be measured using a sounding and / or lighting dipper approved for use by the Project manager.

Unit D, Delken Complex
 Mount Pleasant Business Park
 Harare, Zimbabwe.

ACTIVITY: Proposed drilling of one (1) Borehole in Chewore South (**Mkanga Field Station**)

Estimated Borehole Drilling depth: 150M

Item No.	Scope of works	UNIT	QTY	Rate (USD)	TOTAL (USD.)
1	Schedule A: Permits, Drilling, Development and Test	Item	1		
2	Schedule B: Supply and Installation of a pumping system Capable of pumping 6-8 M³/Hr (Tentative)	Item	1		
Total Estimated Cost					

Estimated Borehole Drilling depth:

150

Item	Scope of works	Unit	Qty	Rate (USD.)	TOTAL (USD.)
1	Geophysical/Hydrogeological Survey, and report	LS	1	Done-(Report available)	
2	Environmental Impact Assessment reports	LS	1		
3	Zimpark Permit/Approval	LS	1		
4	Transport, Copies, Facilitation	Ls	1		
5	Mobilization and Demobilization, Erecting and dismantling of drilling and test pumping equipment	LS	LS		
6	Drilling one borehole with finished internal diameter 8" to the required maximum depth.				
	i) From ground level to 40 m	M	40		
	ii) From 41 to 150 M	M	110		
7	Supply and installation of plain steel 10"	PCS	19		
8	Supply and installation of slotted steel casings 10"	PCS	8		
9	Borehole casing with 180mm to at least 40 M above top screen.	Ton			
10	Borehole development by airlifting and/or surging for minimum of 4hrs, with estimate of discharge and static water level measurement.	Hr	4		
11	Test Pumping for 24 hours, draw-down, yield recovery and data analysis	Hrs	24		
12	Supply and Installation of surface casing with retrieval	M	3		
13	Supply and Installation of surface casing (To be Retained)	M	6		Rate only
14	Chemical Treatment with SMHP (Sodium Hexametaphosphate) chemical when clay is encountered	bag	1		Rate only
15	Design and construction of slab	LS	LS		
16	Chemical analysis of water sample	LS	LS		
17	Borehole Completion Report	LS	LS		
18	Supply of water for drilling operations and camp use.	LS	LS		
TOTAL ESTIMATED COST					

Item No.	Scope of works	Unit	Qty	Rate (USD.)	TOTAL (USD.)
1	DAYLIFF DS 5A- 60 PUMP C/W 5.5KW - 7.5HP MOTOR	LS	1		
2	CONTROL PANEL D305 MA PP CL	LS	1		
3	6MM ² X ₄ CORE SUBMERSIBLE DROP CABLE [M]	M	245		
4	1.5" INCH GI PIPES CLASS B	PCS	20		
5	1.5" CRANE SOCKETS	PCS	41		
6	AIRLINE PIPE	PCS	20		
7	BOREHOLE COVER C/W INSTALLATION SUNDRIES	LS	1		
8	SENSUS WATER METER DN 40"	LS	1		
9	10MM ² X ₄ CORE UNDERGROUND CABLE [M](ESTIMATED)	M	300		
10	1.5MM ² X ₂ CORE UG CABLE - FLOAT SWITCH[M](ESTIMATED)	M	300		
11	1.5MM ² X ₂ CORE UG CABLE - ELECTRODES[M](ESTIMATED)	M	300		
12	DUAL ELECTRODE CABLE	M	300		
13	ELECTRODE PAIR	M	2		
14	40AMP TPN S/FUSE	LS	1		
15	FLOAT SWITCH	LS	1		
16	SUPPLY AND INSTALLATION OF AN AVS	LS	1		
17	DESIGN AND CONSTRUCTION OF A LOCKABLE BOREHOLE	LS	1		
18	FIELD LABOUR AND TRANSPORT	LS	1		
TOTAL COST					