



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY.

TENDER DOCUMENT

DESLUDGING OF SEPTIC TANKS

FOR

SADC REGIONAL PEACEKEEPING TRAINING CENTRE

TENDER NO: SADC/ RPTC / DSST / 01

Version 1.1

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

SEPTEMBER 2020

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

Desludging of Septic Tanks for SADC Regional Peacekeeping Training Centre	DATE: SEPTEMBER 2020
	REFERENCE: SADC/RPTC / DSST / 01

Dear Sir / Madam:

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

Quotations may be submitted on or before **0900 hours 23 October 2020** and via a Hard Copy in Sealed envelope to the address below:

**The SADC Regional Peacekeeping Training Centre
Crichton Ave, Marlborough, Harare, Zimbabwe
Tel: +263 4338524-29
Fax: +263 4338527
Mobile: +263 773471722**

**TD # SADC/ RPTC / DSST / 01
Desludging of Septic Tanks for SADC Regional Peacekeeping Training Centre.**

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

There shall be a compulsory site visit on 9 October 2020, at 0900 hours, at the SADC RPTC offices. Please note that tenderers who fail to send a representative to this compulsory site visit will automatically be disqualified.

For any further enquiries, please send it to the following email: tmlilo@sadc.int [DO NOT USE THIS EMAIL FOR YOUR SUBMISSION OF YOUR OFFERS]. Offers submitted through fax will be rejected.

EXPLANATIONS CONCERNING BIDDING DOCUMENTS

Bidders may submit questions in writing up to 5 days before the deadline for submission of bids, specifying the publication reference and the contract title:

[Insert contact name, address and email]

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

The Contracting Authority must reply to all bidders' questions at least 3 days before the deadline for receipt of bids.

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

Yours Sincerely

Mrs Takesure Mlilo

For/SADC RPTC

1 : BACKGROUND INFORMATION

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

Quotations, hard copies only, may be submitted in sealed envelope at the address below :

Name and address of the entity-seeking proposal:

**The SADC Regional Peacekeeping Training Centre
Crichton Ave, Marlborough, Harare, Zimbabwe
Tel: +263 4338524-29
Fax: +263 4338527
Mobile: +263 773471722**

TD # SADC/ RPTC / DSST 01

Desludging of Septic Tanks for SADC Regional Peacekeeping Training Centre

Person responsible for any additional information and receipt of proposals:

Mrs Takesure Mlilo
SADC RPTC
E-Mail: tmlilo@sadc.int

2. PROJECT SCOPE

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

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

Other deliverables:

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

3: PROJECT SPECIFIC CONDITIONS

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

Delivery Address / Location	The SADC Regional Peacekeeping Training Centre Crichton Ave, Marlborough, Harare, Zimbabwe Tel: +263 4338524-29 Fax: +263 4338527 Mobile: +263 773471722
Method of TOR Submission	Plain sealed envelope marked as: The SADC Regional Peacekeeping Training Centre Crichton Ave, Marlborough, Harare, Zimbabwe Tel: +263 4338524-29 Fax: +263 4338527 Mobile: +263 773471722 TD # SADC/ RPTC / DSST / 01 Desludging of Septic Tanks for SADC Regional Peacekeeping Training Centre Tender submission is through hard copies only
Compliance to tender	The following shall constitute compliance to tender : <ul style="list-style-type: none"> • Certificate of incorporation / Company registration certificate • Compulsory Site Visit
Date of Tender advertisement	15 September 2020
Compulsory Site Visit	9 October 2020
Submission Deadline Date and time	23 October 2020 at 0900 hours
Bid Opening	23 October 2020 at 0900 hours. Bids will be opened in public session on the date and venue specified above
Planned Tender Evaluation	November 2020
Planned Tender Award	December 2020
Validity of Quotation	One Hundred Twenty (120) days
Duration of Contract	To be proposed by Bidder

Request for Quotation – Desludging of Septic Tanks – SADC RPTC

Currency of Quotation	United States Dollars - USD
Payment Terms	Full payment after completion of the work
Time within which payment to be made after receipt of contractors' certificate.	Thirty (30) calendar days after submission of undisputed claim for measured and valued work.
Type of Contract	Fixed Price Contract. Purchase order to be issued to the winning bidder

ANNEXURE A : BILLS OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTI TY	RATE USD	AMOUNT USD
1	CONTRACTORS ESTABLISHMENT ON SITE				
1.01	Fixed obligations for mobilization and demobilization of site.	Lump Sum			
Total Carried to summary					
2	EMPTYING OF SEPTIC TANKS AND SOAKAWAYS				
2.01	Empty the septic tanks and soakaways and dispose the sewage into an authorized council sewer system or any other authorized dumping site. There are 5nos septic tanks at the SADC RPTC offices, with a total capacity of approximately 235 cu.m. The sizes of the septic tanks are as indicated in the Project Scope item 2.	Lump Sum			
3	REMOVING SLUDGE AND CLEANING OF SEPTIC TANKS AND SOAKAWYS				
3.01	Remove sludge and clean the 5nos septic tanks and soakaways and disposing the debris to an authorized dumping site.	Lump Sum			
Total Carried to summary					

SUMMARY

SECTION	DESCRIPTION	AMOUNT (USD)	
1.01	CONTRACTORS ESTABLISHMENT ON SITE		
2.01	EMPTYING OF SEPTIC TANKS AND SOAKAWAYS		
3.01	REMOVING SLUDGE AND CLEANING OF SEPTIC TANKS AND SOAKAWAYS		
SUB-TOTAL			
ADD 5 % CONTINGENCIES			
SUB-TOTAL			
ADD 15 % VAT			
TOTAL CARRIED TO FORM OF QUOTATION			

PROPOSED DURATION OF CONTRACT IN CALENDAR WEEKS	
---	--