

**BIDDING DOCUMENT FOR THE PROVISION OF MICROSOFT OPEN VALUE SUBSCRIPTION LICENSING**

**PROCUREMENT REFERENCE NO: CBT1 01-2024**

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**COMPETITIVE BIDDING TENDER (INTERNATIONAL) CBT1 01-2024  
INVITATION TO TENDER  
FOR THE PROVISION OF  
MICROSOFT OPEN VALUE SUBSCRIPTION LICENSING**

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Tender Closing Date: 15 November 2024

**BIDDING DOCUMENT FOR THE PROVISION OF MICROSOFT OPEN VALUE SUBSCRIPTION LICENSING**

**PROCUREMENT REFERENCE NO: CBTI 01-2024**

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**Standard Bidding Document for the  
Procurement of: FOR THE PROVISION OF MICROSOFT OPEN  
VALUE SUBSCRIPTION LICENSING**

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**Procurement Reference No: CBTI 01-2024**

**Procuring Entity: TelOne Zimbabwe**

**Date of Issue:**

**BIDDING DOCUMENT FOR THE PROVISION OF MICROSOFT OPEN VALUE SUBSCRIPTION  
LICENSING**

**PROCUREMENT REFERENCE NO:CBTI 01-2024**

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# BIDDING DOCUMENT FOR THE PROVISION OF PROVISION OF MICROSOFT OPEN VALUE SUBSCRIPTION LICENSING

PROCUREMENT REFERENCE NO: CBTI01-2024

PART 1 BIDDING PROCEDURES

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## PART 1: BIDDING PROCEDURES

**Procurement Reference Number: 01-2024**

### Preparation of Bids

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

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. Completed and signed bid securing declaration in the format specified in Annex F.
4. Price Validity period which is 90 days (bidders should state)
5. Distributor or Reseller Authorization: Bidders must provide valid proof of Microsoft Authorization for Microsoft Open Value Subscription Licensing.
6. A copy
  - i. *Certificate of Incorporation or equivalent registration in the country of residence*
  - ii. *Comprehensive company profile*
  - iii. *Current Tax Clearance Certificate / equivalent in the country of domicile*
  - iv. *Copy of CR6 showing Company Directors/equivalent in the country of domicile*

*The tender should have a table of contents with marked pages. You are advised to carefully read the complete Bidding Document, 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.

### 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. Where the procurement is divided into lots and packages, only one Bid can be submitted. 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.

### Clarification

Clarification of the bidding document may be requested in writing by any Bidder before 12 November 2024 and should be sent to:

The Procurement Head  
TelOne  
P O Box CY331  
Causeway, Harare  
Zimbabwe  
Fax: 263 – 242 – 2795499

Email- [takeiteasy.chindondondo@telone.co.zw](mailto:takeiteasy.chindondondo@telone.co.zw); [caroline.chikukutu@telone.co.zw](mailto:caroline.chikukutu@telone.co.zw); and [cladios.chenga@telone.co.zw](mailto:cladios.chenga@telone.co.zw)

# BIDDING DOCUMENT FOR THE PROVISION OF PROVISION OF MICROSOFT OPEN VALUE SUBSCRIPTION LICENSING

**PROCUREMENT REFERENCE NO: CBTI01-2024**

**PART 1 BIDDING PROCEDURES**

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## **Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is 90 days from the deadline for the submission of bids.

## **Submission of Bids**

- a) Bids must be submitted in writing in a sealed envelope to the 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.
- b) The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.
- c) The bidder must submit one (1) original and two (2) copies of the tender document clearly marked as "original" and "copy". In the event of any discrepancy between them, the original shall govern. The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the bidder or a person/persons duly authorized to bind the bidder to the contract.

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 November 2024                      **Deadline Time:** 11.00hrs

Submission address:

The Procurement Head,  
Tel-One,  
8th Floor,  
Runhare House, South Wing  
107 Kwame Nkrumah Ave  
HARARE, ZIMBABWE

Means of acceptance: The tender shall be enclosed in an envelope which shall be sealed and marked on the outside with the advertised tender number, description, closing date and time and must be hand delivered to the above stated address.

## **Bid opening**

Bidders and their representatives may witness the opening of bids, which will take place via google meeting on the date of submission. The link can be requested on the following email: [procurement@telone.co.zw](mailto:procurement@telone.co.zw)

## **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.

## **Delivery Requirements**

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

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**PART 1 BIDDING PROCEDURES**

**Bid Prices and Discounts**

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For the service
  - (i) the price of the Service and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
  - (ii) the custom duties to be paid on the Service on entry in Zimbabwe, if not already included;
  - (iii) Any other applicable import taxes;
  - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Services, if not already included;
  - (v) Any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Services to their final destination), whenever such Related Services are specified in the Schedule of Requirements:

The price of each item comprising the Related Services (inclusive of any applicable taxes).

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

1. Preliminary evaluation the preliminary evaluation shall consider bidders' compliance with requirements by submitting the following mandatory requirements

	<b>Preliminary Tender Requirements</b>	<b>Bidder Compliance C – Compliant NC – Non-Compliant</b>
1	Completed and signed Bid Submission Sheet Annex A	
2	Completed Statement of Requirements	
3	Completed and signed bid securing declaration in the format specified in Annex F	
4	Bid Validity period which is 90 days (bidders should state)	
5	Distributor or Reseller Authorization: Bidders must provide valid proof of Microsoft Authorization for Microsoft Open Value Subscription Licensing.	
6	Certificate of Incorporation or equivalent registration in the country of residence	
7	Comprehensive company profile	

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### PART 1 BIDDING PROCEDURES

8	Current Tax Clearance Certificate / equivalent in the country of domicile	
9	Copy of CR6 showing Company Directors or equivalent registration in the country of residence	

Bidders with overdue outstanding deliveries for similar requirements may not be considered for this tender.

#### 2. Technical evaluation

The Technical Specifications Sheet details the minimum specification of the services required. The service offered must meet this specification, but no credit will be given for exceeding the specification. The technical evaluation shall consider bidder's compliance with the technical specifications of the tender given below. The technical specifications of the project are broken down into technical components ALL of which must be complied with.

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

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.**

#### Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

- (a) **Delivery schedule:** The specified Services are required to be delivered by the date indicated in the Delivery Schedule in Part 2. If the delivery period offered differs from the requirements in the schedule, bidder must state in their bid.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.
- (c) **Cost of major replacement components, mandatory spare parts, and service:**  
Bidders must state the unit prices for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.
- (d) **Life Cycle Costs:** An adjustment to take into account the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Services, including the cost to the Procuring Entity of establishing the minimum service facilities and parts inventories if not available in Zimbabwe, will be added to the Bid price for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:

#### Eligibility and Qualification Criteria

Bidders are required to meet the criteria to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available

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## **PROCUREMENT REFERENCE No: CBTI01-2024**

### **PART 1 BIDDING PROCEDURES**

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documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must

1. have the legal capacity to enter into 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;

#### **Origin of Services**

All services and related services must have as their country of origin an eligible country.

#### **Technical Criteria**

The Technical Specifications Sheet details the minimum specification of the services required. The services offered must meet this specification, but no credit will be given for exceeding the specification. Marking criteria: Bids MUST be fully compliant with each item specification.

#### **Currency**

Bidders should quote in US\$.

#### **Award of Contract**

The lowest evaluated bid to specification after 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 contract. The proposed award of contract will be by issue of a Notification of Contract Award which will be effective until signature of the contract documents. Unsuccessful Bidders will receive the Notification of Contract Award.

#### **Right to Reject**

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 been declared ineligible to be awarded a procurement contract ;
2. any conflict of interest on the part of the Bidder must be declared.



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**PART 1 BIDDING PROCEDURES**

**Annex A  
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 so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.**

*Bidders must 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:	CBTI 01-2024
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.

**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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**PART 3 CONTRACT**

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**ANNEX B**

**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**List of Items and Price Schedule**

CURRENCY OF BID: USD

<b>Item No<sup>1</sup></b>	<b>Description of Services</b>	<b>Quantity<sub>2</sub></b>	<b>Unit Price<sup>3</sup></b>	<b>Total Price<sup>4</sup></b>
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	Microsoft open value subscription licensing	As in spec sheet		

**NB: TelOne reserves the right to alter quantities**

- 1. PLEASE STATE IF THE PRICE INCLUDES OR EXCLUDES VAT.  
UNLESS OTHERWISE STATED PRICES WILL BE TAKEN TO INCLUDE VAT**
- 2. BIBBERS SHOULD STATE PAYMENT TERMS**

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**PART 3 CONTRACT**

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**Annex C**

**Delivery Schedule**

Name of Bidder:

Bidder's Reference Number: CBTI 01-24

*{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.*

<b>Item No</b>	<b>Description of Services</b>	<b>Delivery period required by PMU</b>	<b>Delivery period</b>
			<i>[to be provided by the Bidder]</i>
1.	Microsoft open value subscription licensing	14 days	

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**PART 3 CONTRACT**

**Annex D**

**Technical Specification and Compliance Sheet**

Name of Bidder:

Bidder's Reference Number:

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The items must comply with following Technical Specifications and Standards:  
[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

<i>A</i>	<i>B</i>	<i>C</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
1	Microsoft open value subscription licensing	

**Bidder must fully comply with technical requirements.**

**DETAILED SPECIFICATION**

**Microsoft Open Value Subscription Licensing**

<b>ITEM</b>	<b>LICENSE DESCRIPTION</b>	<b>QUANTITY</b>	<b>Compliance</b>
1	Microsoft open value subscription licensing	As in spec sheet	

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**PART 3 CONTRACT**

**SCHEDULE A : LICENCES TECHNICAL SPECIFICATIONS**

SKU	DESCRIPTION	QUANTITY
9EA-00544	MicrosoftWindowsServerDCCore AllLng License/SoftwareAssurancePack OLV 2Licenses LevelD AdditionalProduct CoreLic 1Year	15
9EM-00445	MicrosoftWindowsServerSTDCORE AllLng License/SoftwareAssurancePack OLV 2Licenses LevelD AdditionalProduct CoreLic 1Year	35
7JQ-00129	MicrosoftSQLSvrEnterpriseCore AllLng License/SoftwareAssurancePack OLV 2Licenses LevelD AdditionalProduct CoreLic 1Year	3
7NQ-00146	MicrosoftSQLSvrStandardCore AllLng License/SoftwareAssurancePack OLV 2Licenses LevelD AdditionalProduct CoreLic 1Year	10
D87-03975	MicrosoftVisioProfessional AllLng License/SoftwareAssurancePack OLV 1License LevelD AdditionalProduct 1Year	30
79P-01717	MicrosoftOfficeProfessionalPlus AllLng License/SoftwareAssurancePack OLV 1License LevelD Enterprise 1Year	500
H30-02389	MicrosoftProjectProfessional AllLng License/SoftwareAssurancePack OLV 1License LevelD AdditionalProduct w/1ProjectSvrCAL 1Year	30
W06-01141	MicrosoftCoreCALClientAccessLicense AllLng License/SoftwareAssurancePack OLV 1License LevelD Enterprise UsrCAL 1Year	700
312-03719	MicrosoftExchangeServerStandard AllLng License/SoftwareAssurancePack OLV 1License LevelD AdditionalProduct 1Year	1
395-04147	MicrosoftExchangeServerEnterprise AllLng License/SoftwareAssurancePack OLV 1License LevelD AdditionalProduct 1Year	3
77D-00060	MicrosoftVisualStudioProSubMSDN AllLng License/SoftwareAssurancePack OLV 1License LevelD AdditionalProduct 1Year	1
KV3-00550	MicrosoftWINENTperDVC AllLng Upgrade/SoftwareAssurancePack OLV 1License LevelD Enterprise 1Year	700

The detailed technical evaluation will examine the technical specification of the items offered in column C and determine whether this meets the minimum specification in column B. Bidders must complete column C or their bid will be rejected. **Bidders are required to include technical literature to positively support the details provided in column C.**

**Declaration by the Accounting Officer**

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

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**PART 3 CONTRACT**

**Annex E**

**General Conditions of Contract**

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

**Special Conditions of Contract**

Procurement Reference Number: CBTI 01-24

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

<b>GCC reference</b>	<b>Special Conditions</b>
<b>GCC 7.5</b>	<b>Eligible Countries:</b> Services from all countries are eligible.
<b>GCC 8.1</b>	<b>Notices:</b> Any notice shall be sent to the following addresses:  For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be at TelOne Runhare House, 107 Kwame Nkrumah Harare, 8 <sup>th</sup> Floor.  For the Contractor, the address shall be as given in the Bid and the contact shall be  {state name of contact}
<b>GCC 19.1</b>	<b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of services, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled  NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.
<b>GCC 21.2</b>	<b>Packing, Marking and Documentation:</b> The service shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 : Items should be wrapped to secure against damages either in cardboard boxes or any reasonable package
<b>GCC 22.1</b>	<b>Insurance:</b> The Services shall be fully insured until full delivery is accepted.
<b>GCC 23.1 &amp; 23.2</b>	<b>Inspections and tests:</b> The Purchaser shall have the right at any time to inspect work being undertaken in terms of this contract and to reject such work if it is found to be defective or inferior in quality or in non-

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**PART 3 CONTRACT**

<b>GCC reference</b>	<b>Special Conditions</b>
	<p>compliance to the specifications of the Contract. Should any work be so rejected, then the contractor, shall replace or make service to the satisfaction of the Purchaser, at his own expense, without alteration to any of the Contractor's liabilities and obligations under the contract.</p> <p>Before proceeding to execute any work, the contractor shall, if so requested, obtain the Purchaser's approval of the manner in which the Contractor proposes to carry out any part of the work and shall furnish any drawing or information the purchaser shall require.</p> <p>The Contractor shall afford the Purchaser all reasonable facilities as may be required to carry out inspections. Any work rejected by the Purchaser shall be marked or segregated in a manner satisfactory to the Purchaser to ensure its identification as rejected work.</p>
<b>GCC 24.1</b>	<p><b>Performance security:</b> The Contractor shall provide a performance security of <b>10%</b> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part.</p>
<b>GCC 24.4</b>	<p><b>Reduction of performance security:</b> Performance security will not be deducted until full delivery.</p>
<b>GCC 25.1</b>	<p><b>Warranty:</b> The period of the warranty shall be 12 months.</p>
<b>GCC 25.6</b>	<p><b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be 1 month</p>
<b>GCC 29.1</b>	<p><b>Price adjustments:</b> Any price adjustments will be upon agreement by both parties.</p>
<b>GCC 30.1</b>	<p><b>Terms of Payment:</b> The structure of payments shall be: 30days</p>
<b>GCC 31.1</b>	<p><b>Contract Administration Fee:</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.</p>

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**PART 3 CONTRACT**

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**Annex F**

**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:

CBTI 01-24

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 bidding for any framework agreement with a Procuring Entity in Zimbabwe for a period of time, 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 framework agreement.

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.

<b>Signed</b> .....	<b>Name:</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	
<b>Corporate Seal (where appropriate)</b>	

*{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.*