

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TELEPHONE  
LANDLINE HANDSETS**

**PROCUREMENT REFERENCE NO: CBTI 02-25**

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**INVITATION TO TENDER DOCUMENT**

**COMPETITIVE BIDDING TENDER INTERNATIONAL (CBTI) 02-25 FOR THE SUPPLY AND  
DELIVERY OF TELEPHONE LANDLINE HANDSETS**

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Tender Closing Date: 30 January 2025

Closing time: 1100hrs



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TELEPHONE  
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**Standard Bidding Document for the: FOR THE SUPPLY AND DELIVERY OF  
TELEPHONE LANDLINE HANDSETS**

**Procurement Reference No: CBTI 02-25**

**Procuring Entity: TelOne Zimbabwe**

**Date of Issue:**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TELEPHONE LANDLINE  
HANDSETS**

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**PART 1 BIDDING PROCEDURES**

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**PART 1: BIDDING PROCEDURES**

**Procurement Reference Number: CBTI 02-25**

**Preparation of Bids**

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

1. the completed and signed Bid Submission Sheet in this Part;
2. the completed Statement of Requirements in Part 2;
3. the completed and signed Bid Securing Declaration (Annex G)
4. Bidders are required to provide samples along with the bids
5. A copy of
  - i. *Price Validity period which is 90 days (bidder should state)*
  - ii. *Current Tax Clearance Certificate or equivalent in the country of residence*
  - iii. *Copy of CR6 showing Company Directors or equivalent in the country of residence*
  - iv. *Certificate of Incorporation or equivalent in the country of residence*
  - v. Comprehensive company profile
  - vi. Bidder must be an Original Design Manufacturer

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidder to note the Contract terms they will enter into if their Bid is successful. 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.

**Clarification**

Clarification of the bidding document may be requested in writing by bidder before Tuesday 28 January 2025 and should be sent to:

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

Email; [chiedza.runyowa@telone.co.zw](mailto:chiedza.runyowa@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)

**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.

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**PART 1 BIDDING PROCEDURES**

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**Submission of Bids**

- a) Bids may 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:** 30 January 2025                      **Deadline Time:** 11.00hrs

Submission address:

The Procurement Management Unit Executive,  
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.

Tender submission by email should be sent to [procurement@telone.co.zw](mailto:procurement@telone.co.zw) before the deadline.

**Bid opening**

Bidders and their representatives may witness the opening of bids online, which will take place through ZOOM on Thursday 30 January 2025 at 1100hrs (Zim time).

**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.

**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.

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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 Services
  - (i) the price of the Services and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
  - (ii) the customs duty to be paid on the Goods 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 Goods, 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 Service 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**

The evaluation of proposals shall consider preliminary and technical compliance and then lowest price as detailed below:

1. **Preliminary evaluation** examination to confirm that all documents required have been provided.

<b>Preliminary Tender Requirements</b>	<b>Compliance Status</b> <b>C- Compliant</b> <b>NC – Non Compliant</b>
Completed and signed Bid Submission Sheet in this Part;	
Completed Statement of Requirements in Part 2;	
Comprehensive company profile	
Completed and signed <i>Bid Securing Declaration (Annex G)</i>	
<i>Price Validity period which is 90 days (bidder should state)</i>	
<i>Current Tax Clearance Certificate or equivalent in the country of residence</i>	
<i>Copy of CR6 showing Company Directors or equivalent in the country of residence</i>	
<i>Certificate of Incorporation or equivalent in the country of residence</i>	

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**PART 1 BIDDING PROCEDURES**

<i>Bidders are required to provide samples along with the bids</i>	
<i>Bidder must be an Original Design Manufacturer</i>	

**Failure to comply with any of the above mandatory requirements will lead to automatic disqualification.**

2. **Technical evaluation** to determine substantial responsiveness to the specifications in the Statement of Requirements; The Technical Specifications Sheet details the minimum specification of the goods required. The goods 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 in annex D. The technical specifications of the project are broken down into technical components ALL of which must be complied with.
3. **Financial evaluation** and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid to specification. The bid price shall be considered at financial evaluation stage

**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 Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.

**Eligibility and Qualification Criteria**

Bidders must provide any available 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 their country of origin;
4. not have a conflict of interest in relation to this procurement requirement;

Participation in this bidding procedure is open to all bidders.

**Origin of Services**

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

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**Technical Criteria**

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

**Currency**

Bidder should quote in USD payable in USD.

**Award of Contract**

The lowest evaluated bid to specification, after application of any additional evaluation criteria which is substantially responsive to the requirements of this bidding document will be recommended for the award of the contract

**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.

**Right to reduce or increase the quantity**

TelOne reserves the right to reduce or increase the quantity.

**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**

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**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 02-25

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 2 STATEMENT OF REQUIREMENTS**

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**ANNEX B**

**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number: CBTI 02-25

**Service and Price Schedule**

*THE CURRENCY OF BID: USD\$*

<b>Item No<sup>1</sup></b>	<b>Description of Goods</b>	<b>Quantity</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.	TELEPHONE LANDLINE HANDSETS	1000	CIF Harare	CIF Harare

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

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. Bidders should state payment terms.

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**PART 2 STATEMENT OF REQUIREMENTS**

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**annex C**

**Delivery Schedule**

Name of Bidder:

Bidder's Reference Number: CBTI 02-25

{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<sup>1</sup></b>	<b>Description of Goods</b>	<b>Delivery Period</b>	<b>Delivery Period</b>
		[to be provided by the PMU]	[to be provided by the Bidder]
1	TELEPHONE LANDLINE HANDSETS	8 Weeks CIF Harare	

TelOne reserves the right to reduce or increase the quantity

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

**Delivery place, TelOne.**

**TelOne Factory site, 22 George, Msasa, Harare,**

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**PART 2 STATEMENT OF REQUIREMENTS**

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**Annex D**

**Technical Specification and Compliance Sheet for Telephone  
landline Handsets**

Name of Bidder:

Bidder's Reference Number: CBTI 02-25

The items must comply with the following Technical Specifications and Standards:

<b>A</b>	<b>B</b>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>
	Standard Telephone Handset
1	Dial Mode – Tone (DTMF/ pulse
2	Redial –One-touch
3	Flash -600ms
4	Power Source – Telephone line
5	Wall mountable provision
6	Adjustable ringing Volume
7	Dimensions (HxWxD)
	-96*150*200mm
	Weight - 475

**Device Labelling**

**a) Logo Inscription**

The Landline Handsets should be inscribed with the TelOne Logo written, "Supplied by TelOne" to identify them with TelOne. Details of the method and way by which the inscriptions will be made shall be included in a contract to be signed between TelOne and the Supplier.

**TelOne Logo**



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The brand shall be inscribed in accordance with brand manual instructions to be provided by TelOne.

**b) Logo Inscription**

All devices shall have identity labelling capability-covering things like serial numbering, basic machine details such as device type among other things. TelOne will provide the labelling design and details.

**c) Package Labelling**

Where packaging or gift box is specified, the packaging shall be labelled by instructions to be given by TelOne.

**DETAILED SPECIFICATIONS**

The detailed technical evaluation will examine the technical specification of the items offered. **Bidder is required to include technical literature.**

**Declaration by the Accounting Officer**

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

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**PART 2 STATEMENT OF REQUIREMENTS**

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**PART 3 CONTRACT**

**Annex E**

**Contract Agreement**

**Procurement Reference:**

THIS CONTRACT AGREEMENT is made the..... day of .....year.....

BETWEEN

- (1) TelOne (Pvt) Ltd, a corporation incorporated under the laws of Zimbabwe and having its principal place of business at 107 Kwame Nkrumah Avenue, Harare (hereinafter called "the Procuring Entity"), and
- (2) ..., a corporation incorporated under the laws of ..... and having its principal place of business at .....(hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bid for service maintenance contract and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of ..... (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement;
  - (b) Special Conditions of Contract;
  - (c) General Conditions of Contract;
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
  - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
  - (f) The Procuring Entity's Notification of Contract Award;
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.

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5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

**For and on behalf of the Procuring Entity**

Signed: .....
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>

**For and on behalf of the Contractor**

Signed: .....
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>

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**PART 2 STATEMENT OF REQUIREMENTS**

**Annex F**

**General Conditions of Contract**

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

**Special Conditions of Contract**

Procurement Reference Number: CBTI 02-25

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

GCC reference	Special Conditions
<b>GCC 7.5</b>	<b>Eligible Countries:</b> Goods from all countries are eligible.
<b>GCC 8.1</b>	<p><b>Notices:</b> Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be Chiedza Runyowa at TelOne Runhare House, 107 Kwame Nkrumah Harare, 8<sup>th</sup> Floor.</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p><i>{state name of contact}</i></p>
<b>GCC 19.1</b>	<p><b>Liquidated Damages:</b> Liquidated Damages shall apply. In the case of delays in the delivery of goods, 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</p> <p>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.</p>
<b>GCC 21.2</b>	<b>Packing, Marking and Documentation:</b> The goods shall meet the following special packing requirements. 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 Goods 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-compliance to the specifications of the Contract. Should any work be so rejected, then the contractor, shall replace or make good to the satisfaction of the Purchaser, at his own expense, without alteration to any of the Contractor's liabilities and obligations under the contract.



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**PART 2 STATEMENT OF REQUIREMENTS**

<b>GCC reference</b>	<b>Special Conditions</b>
	<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>	<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.
<b>GCC 24.4</b>	<b>Reduction of performance security:</b> Performance security will not be deducted until full delivery.
<b>GCC 25.1</b>	<b>Warranty:</b> The period of the warranty shall be 12 months.
<b>GCC 25.6</b>	<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
<b>GCC 29.1</b>	<b>Price adjustments:</b> Any price adjustments will be upon agreement by both parties.
<b>GCC 30.1</b>	<b>Terms of Payment:</b> The structure of payments shall be: 30 days after delivery.

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**PART 2 STATEMENT OF REQUIREMENTS**

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**Annex G**

**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 02-25

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 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.

<b>Signed</b> .....	<b>Name:</b> .....
.....	<b>Date:</b> .....(DD/MM/YY)
In capacity of:	
<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.}*