

**BIDDING DOCUMENT FOR THE FUMIGATION AND BAITING AT TELONE SITES
COUNTRYWIDE**

PROCUREMENT REFERENCE No: CBTD41-24



**COMPETITIVE BIDDING TENDER (DOMESTIC) CBTD 41-24
INVITATION TO TENDER FOR THE FUMIGATION AND BAITING OF
TELONE SITES COUNTRYWIDE**

Tender Closing Date: 0 1 A u g u s t 2 0 2 4

**BIDDING DOCUMENT FOR THE FUMIGATION AND BAITING AT TELONE SITES
COUNTRYWIDE**

PROCUREMENT REFERENCE NO: CBTD28-24



Voice | Broadband | Satellite

**Standard Bidding Document for the
Procurement of: FOR THE FUMIGATION AND BAITING OF TELONE
SITES COUNTRYWIDE**

Procurement Reference No: CBTD 41-24

Procuring Entity: Tel-One Zimbabwe

Date of Issue:

**BIDDING DOCUMENT FOR THE FUMIGATION AND BAITING OF TELONE SITES
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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [*Chapter 22:23*] 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: 41-24 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 Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. a copy of every document 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 copy of
 - i. *Bid Securing Declaration (Annex E)*
 - ii. *Price Validity period which is 60 days (bidders should state)*
 - iii. *Current Tax Clearance Certificate*
 - iv. *Copy of CR6 showing Company Directors*
 - v. *Certificate of Incorporation or equivalent registration in the country of residence*
 - vi. *Fully completed bid submission sheet (Annex A).*
 - vii. *At least three written trade references (in the form of official letters from client companies), for fumigation services rendered and successfully completed projects. Vii*

The tender should have a table of contents with marked pages.

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 Bidders 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.

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.

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PART 1 BIDDING PROCEDURES

Clarification

Clarification of the bidding document may be requested in writing by any Bidder

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

Email- jennifer.makonise@telone.co.zw; caroline.chikukutu@telone.co.zw;
cladios.chenga@telone.co.zw; and desire.tavarwisa@telone.co.zw

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is 60 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: 01 August 2024 **Deadline Time:** 11.00hrs

Submission address:

The Procurement Head,
TelOne,
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 Telefax/email shall not be accepted save for issue of queries.

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PART 1 BIDDING PROCEDURES

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place via ZOOM meeting on the date of submission. PLEASE FIND ATTACHED LINK

[CBTD TENDER OPENING](#)

[Thursday, August 1 · 11:00am – 2:30pm](#)

[Time zone: Africa/Maputo](#)

[Google Meet joining info](#)

[Video call link: https://meet.google.com/yfv-dqjq-dqc](https://meet.google.com/yfv-dqjq-dqc)

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.

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 Goods

- (i) the price of the Goods 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 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 Goods 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).

Any bid not accompanied by a Bid Security Declaration, will be rejected by the Procuring Entity as non-responsive.

The Bid Security 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 Security or Bid-Securing Declaration must be in the names of all intended partners.

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PART 1 BIDDING PROCEDURES

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

Preliminary Tender Requirements	Bidder Compliance C – Compliant NC – Non Compliant
Bid Securing Declaration (Annex E)	
Valid PRAZ registration in the relevant category	
Bid Validity period which is 60 days (bidders should state)	
Current Tax Clearance Certificate	
Copy of CR6 showing Company Directors	
Certificate of Incorporation	
Bidders should quote in ZWG	
At least three written trade references (in the form of official letters from client companies), <i>for fumigation services rendered and successfully completed projects</i> and successfully completed projects	
Bidder must provide Physical addresses and contact details of the company’s factory. Due diligence will be undertaken to inspect the factory	

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO AUTOMATIC DISQUALIFICATION

2. Technical evaluation

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 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.

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PART 1 BIDDING PROCEDURES

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act 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

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 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. 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.

Participation in this bidding procedure is open to Zimbabwean bidders.

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. Marking criteria: Bids **MUST** be fully compliant with each item specification.

Currency

Bidders should quote in ZWG.

Lots

The tender is divided into 6 lots as follows:

Lot 1: Harare

Lot 2: South Western

Lot 3: Mat North

Lot 4: Mashonaland

Lot 5: Eastern

Lot 6: Midlands

Bidders are encouraged to quote for all lots. The tender will be awarded to the lowest evaluated bid to specification, per lot. **The lots are limited to two (2) lots per bidder. In the event that they are no sufficient compliant bidders, the lowest compliant bidder may be awarded more than two lots.**

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PART 1 BIDDING PROCEDURES

Award of Contract

The lowest evaluated bid to specification per Lot 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 in terms of section 55 of the Act which will be effective until signature of the contract documents 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

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 under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the 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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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:	CBTD 41-24
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:

Signature	Name:
Position:	Date:(DD/MM/YY) Authorised for and
on behalf of:	
Company	
Address:	
.....	

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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: ZWG

Item No¹	Description of Goods	Quantity²	Unit Price³ <i>[to be provided by the Bidder]</i>	Total Price⁴ <i>[to be provided by the Bidder]</i>
				Monthly Charges Excluding VAT

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	<p>LOT 1 HARARE</p> <ul style="list-style-type: none">• Runhare House• Msasa factory <p>Exchanges</p> <ul style="list-style-type: none">• Avondale• Borrowdale• Harare Main• Highlands• Kuwadzana• Southerton• Msasa• Chitungwiza• CMOCC• Warren Park <p>Client Experience Centres</p> <ul style="list-style-type: none">• Harare Showgrounds Client• Chitungwiza client services• BJP Client Services• Westgate client services			
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	<ul style="list-style-type: none">• Avondale client services & exchange• Borrowdale client service• Hatfield client service & exchange• Glenview client services & exchange• High glen client service• Highlands client service & exchange• Harare Main P O Banking Hall• Harare main P O Day Office <p>STORES/WORKSHOP/COLLEGE</p> <ul style="list-style-type: none">• Centre for Learning• Epton• Lady Stanley• Eastlea VHF Msasa• Hwange stores <p>CANTEENS</p> <ul style="list-style-type: none">• Runhare House• TCFL• Epton• Msasa <p>REMOTE LINE UNIT (RLU)</p> <ul style="list-style-type: none">• Hatfield RLUs (3)• Highlands RLUs (4)• Glenview RLUs (3)• Avondale RLUs (4)• Borrowdale RLUs (1)• Epton RLUs (5)• Southerton RLUs (1)• Kuwadzana RLUs (1)• Chitungwiza RLUs (1)• Dzivaresekwa RLUs (1)• Ruwa RLUs (3)			
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	Sub-Total excluding VAT			
	VAT			

	Lot 1 Grand Total			
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	LOT 2 SOUTH WESTERN			
	Exchanges & Client Experience Centres			
	<input type="checkbox"/> Bulawayo Main Exch <input type="checkbox"/> Bulawayo Hillside Exchange <input type="checkbox"/> Bulawayo Client Services <input type="checkbox"/> Luveve exchange <input type="checkbox"/> Khulumane exchange <input type="checkbox"/> Mabutweni exchange <input type="checkbox"/> Bellevue exchange <input type="checkbox"/> Topyard <input type="checkbox"/> Queensdale exchange <input type="checkbox"/> Northend exchange <input type="checkbox"/> Kezi exchange <input type="checkbox"/> Figtree exchange <input type="checkbox"/> Matopos exchange <input type="checkbox"/> Esigodini exchange <input type="checkbox"/> Shangani exchange <input type="checkbox"/> Turkmine exchange <input type="checkbox"/> Beitbridge exchange <input type="checkbox"/> West Nicholson Exchange <input type="checkbox"/> Filabusi Exchange			

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	Gwanda Exchange RLUs <input type="checkbox"/> Bellevue/Nkulumane RLUs (2) <input type="checkbox"/> Bulawayo RLUs (11)			
	Sub-Total excluding VAT			
	VAT			
	Lot 2 Grand Total			
	Lot 3 MAT NORTH			

	Exchanges/Client Experience Centres <ul style="list-style-type: none"> • Hwange exchange • Lupine exchange • Tsholotsho exchange • Jotsholo exchange • Victoria falls exchange • Nyamandlovu exchange • Dete exchange • Binga exchange 			
	Sub-Total excluding VAT			
	VAT			
	Lot 3 Grand Total			

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	<p>Lot 4 MASHONALAND</p> <p>Exchanges</p> <ul style="list-style-type: none">• Mazowe earth station• Mazowe exchange• Banket exchange• Bindura exchange• Centenary exchange• Chakari exchange• Chegutu exchange• Chinhoyi exchange• Chirundu exchange• Concession exchange• Glendale exchange• Guruve exchange• Kadoma exchange• Macheke exchange• Makuti exchange• Marondera exchange• Mhangura exchange• Mt Darwin exchange• Murewa exchange• Murombedzi exchange• Mutoko exchange• Mutorashanga exchange• Mvurwi exchange• Rafingora exchange• Sanyati exchange			
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	<ul style="list-style-type: none"> • Selous exchange • Shamva exchange • Wedza exchange • Norton exchange • Karoi exchange RLUs (2) <ul style="list-style-type: none"> • Bindura exchange • Kariba exchange • Marondera client services Stores <ul style="list-style-type: none"> • Kadoma <p>RLUs</p> <ul style="list-style-type: none"> • Bindura RLUs (2) • Chegutu RLUs (2) • Kadoma RLUs (8) • Norton RLUs (2) 			
	Sub-Total excluding VAT			
	VAT			
	Lot 4 Grand Total			

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	<p>Lot 5 EASTERN</p> <p>Exchanges/Client Experience Centres</p> <ul style="list-style-type: none"> • Chiredzi exchange • Rusape exchange • Nyanga exchange • Triangle exchange • Ngundu exchange • Rutenga exchange • Chipangayi exchange • Birchenough exchange • Checheche exchange • Chimanimani exchange • Hauna exchange • Juliasdale exchange • Nyanga exchange • Chipinge exchange • Mutare exchange • Murambinda exchange • Nyazura exchange • Masvingo exchange • Mashava exchange 			
	<ul style="list-style-type: none"> • Gutu exchange • Jerera exchange • Nyika exchange • Chatsworth exchange • Nyaningwe exchange • Odzi exchange <p style="text-align: center;">STORES/RLUs</p> <ul style="list-style-type: none"> • Mutare • Masvingo □ <p style="text-align: center;">Chipinge/Chipangayi RLUs (8)</p> <p>Kwekwe RLUs (8)</p>			
	<p>Sub-Total excluding VAT</p>			
	<p>VAT</p>			
	<p>Lot 5 Grand Total</p>			

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	<p>Lot 6 MIDLANDS</p> <p>EXCHANGE/Client Experience Centres</p> <ul style="list-style-type: none"> • Gweru exchange • Zvishavane exchange • Mberengwa exchange • Kwekwe exchange • Chivhu exchange • Shurugwi exchange • Mvuma exchange • Redcliff exchange • Munyati exchange • Gokwe exchange • Nkayi exchange • Lalapanzi exchange • Zvishavane exchange • Gweru Client Services <p>STORES/WORKSHOP/COLLEGE</p> <ul style="list-style-type: none"> • Kwekwe stores • Gweru stores RLU 			
	Sub-Total excluding VAT			
	VAT			
	Lot 6 Grand Total			

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

NB. Bidders must confirm VAT status

UNLESS OTHERWISE STATED PRICES WILL BE TAKEN TO INCLUDE VAT

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Annex C Delivery Schedule

Name of Bidder:

Bidder's Reference Number: CBTD 41-24

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

Item No	Description of Goods	Delivery period required by PMU	Delivery period <i>[to be provided by the Bidder]</i>
1.	Fumigation and Baiting of TelOne sites countrywide	14 days	

NB: TelOne reserves the right to alter the quantities

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Annex D

Technical Specification and Compliance Sheet

Item	Specifications	Compliance
1	<ul style="list-style-type: none">• Tel One sites 2023 once off fumigation and baiting of cockroaches and rodents □ Preferred chemicals:<ul style="list-style-type: none">- Rodents: watfarin, Stomp block, Broadfocum- Active % should be 0.01% and below- Cockroaches: Pyrethroids e.g Chlorpyrifos, Kontakill, Dichlorvos- Cockroaches bait active is phenyl prazole 0.01%• Areas<ul style="list-style-type: none">- All hiding areas in offices, kitchen ceilings, all ducts, rooftops and yards.- All hiding areas in the Network, RLUs and Exchanges• Preferred methods<ul style="list-style-type: none">- Baiting and spraying• Effective period<ul style="list-style-type: none">- Cockroaches -3months- Rodents -3months	

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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Annex E

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: CBTD41-24

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 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	Date:(DD/MM/YY)
of:	
Duly authorised for and on behalf of:	
Company	
Address:	
.....	
Corporate Seal (where appropriate)	

{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.}

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