

**BIDDING DOCUMENT FOR THE PROVISION OF FUMIGATION AND BAITING
SERVICES AT TELONE SITES**

PROCUREMENT REFERENCE NO: CBTD64-25



COMPETITIVE BIDDING TENDER CBTD 64-25

INVITATION TO BID

FOR THE PROVISION OF FUMIGATION AND BAITING SERVICES

Tender Closing Date: 23 October 2025

Time: 1100hrs

**BIDDING DOCUMENT FOR THE PROVISION OF FUMIGATION AND BAITING
SERVICES AT TELONE SITES**

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Voice | Broadband | Satellite

Standard Bidding Document for the

**Procurement of: FOR THE PROVISION OF FUMIGATION AND
BAITING SERVICES AT TELONE SITES**

Procurement Reference No: CBTD64-25

Procuring Entity: TelOne Zimbabwe

Date of Issue:

**BIDDING DOCUMENT FOR THE PROVISION OF FUMIGATION AND BAITING SERVICES AT
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Part 1: Bidding Procedures

Part 2: Statement of Requirements

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PART 1: BIDDING PROCEDURES

Registration Instructions

1. The tender shall be published through our TelOne website www.telone.co.zw
2. For queries and response all bidders are required to register with TelOne.
for registration please use selina.gatawa@telone.co.zw

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Preparation of Bids

You are requested to bid for the Provision of Fumigation and Baiting services Requirements below, by completing and returning the following documentation:

1. Completed and signed Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. Bid validity period of 60 days (bidders should state)
4. At least three written reference letters (in the form of official letters from client companies) for supply and delivery of related goods.
5. Completed and signed bid securing declaration in the format specified in Annex F
6. A copy of
 - i. *Current Tax Clearance Certificate*
 - ii. *Current VAT Certificate*
 - iii. *CR6 showing Company Directors*
 - iv. *Certificate of Incorporation or equivalent registration in the country of residence*
7. *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 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.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before 20 October 2025 and should be sent to: The Procurement Management Unit Executive, TelOne P O Box Y331 Causeway, Harare Zimbabwe.

Email- selina.gatawa@telone.co.zw ; desire.tavarwisa@telone.co.zw: and cladios.chenga@telone.co.zw

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PART 1 BIDDING PROCEDURES

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: 23 October 2025 **Deadline Time:** 11.00hrs

Submission address:

The Procurement Executive,
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 Tele-fax/email shall not be accepted save for issue of queries.

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place via Google meet on the date of submission. The link will be uploaded on the website or can be requested on the following email: 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.

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PART 1 BIDDING PROCEDURES

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 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 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 service, if not already included;
 - (v) Any rebate or mark-up of the local agent or representative.
- (b) for Related service, (other than inland transportation and other services required to convey the Service to their final destination), whenever such Related service are specified in the Schedule of Requirements:

The price of each item comprising the Related service (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

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

Preliminary Tender Requirements	Bidder Compliance C – Compliant NC – Non Compliant
Fully completed bid submission sheet (Annex A).	
Fully completed Technical specifications (Annex D).	
Completed and signed Bid securing declaration form (Annex F)	
Price Validity period which is 60 days (bidders should state)	
Current Tax Clearance Certificate	
Copy of CR6 showing Company Directors	
Certificate of Incorporation	
Copy of Value Added Tax Certificate (VAT)	
At least three (3) written trade references in the form of official letters	

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<i>from corporate clients for supply of similar goods as required by this tender.</i>	
<i>Bidders with previous failure record and/or outstanding deliveries for similar requirements will not be considered for this tender.</i>	

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

NOTE: *The tender should have a table of contents with marked pages*

Technical evaluation

The Technical Specifications Sheet details the minimum specification of the Service 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.

2. 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 Service 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 contract. 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.

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- (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 Service, 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:

- (e) **Provision of Fumigation and Baiting Service:** Bidders must have traceable proof of experience in a similar project

Eligibility and Qualification Criteria

Bidder is required to meet these criteria 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, Bidder 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, and
5. not be debarred from participation in public procurement;

Origin of Service

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

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the service required. The service 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\$ payable in local currency at prevailing rate.

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; **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:	CBTD64-25
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: 60 {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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PART 3 CONTRACT

ANNEX B

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Items and Price Schedule

CURRENCY OF BID: US\$

Item No ¹	Description of Goods	Qty	Total Price
			[to be provided by the Bidder]
1	For the Provision of Fumigation and Baiting services (Lot 1 to 6)	6 Lots	

1. PLEASE STATE IF PRICE INCLUDES OR EXCLUDES VAT
2. Prices silent on VAT are considered VAT inclusive
3. The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.
4. PAYMENT SHALL BE WITHIN 60 DAYS

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Annex C

Delivery Schedule

Name of Bidder:

Bidder's Reference Number: CBTD64-25

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

Item No	Description of goods	Delivery period required by Procuring entity	Delivery period
			<i>[to be provided by the Bidder]</i>
1.	For the Provision of Fumigation and Baiting services (1 – 6 lots)	14 days	

NB: TelOne reserves the right to alter quantities

1. BIDDERS SHOULD STATE PAYMENT TERMS

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Annex D

Detailed Technical Specification and Compliance Sheet

Item	Specifications	Compliance
1	• TelOne sites 2025 once off fumigation and baiting cockroaches and rodents • Preferred chemicals - 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 - All hiding areas in offices, kitchen ceilings, all ducts, rooftops and yards - All hiding areas in the Network, RLUs and Exchanges • Preferred methods - Baiting and spraying • Effective period - Cockroaches -3 months - Rodents – 3months	

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Item NO	Description of Goods	Quantity	Total Price (to be provided by the bidder)	
			Monthly charges Including VAT	
	Lot 1 HARARE • Runhare House • Msasa Factory Exchanges • Avondale • Borrowdale • Harare Main • Highlands • Kuwadzana • Southerton • Msasa • Chitungwiza • CMOC • Warren Park Client Experience Centres • Harare Showgrounds Client • Chitungwiza Client services • BJP Client Services • Westgate Client Services • Avondale Client services & exchange • Borrowdale client services • Hartfield client service& exchange • Glenview client services &exchange • Highlands client service &exchange • Harare Main PO Banking Hall			

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	• Harare Main PO Day Office STORES/WORKSHOP/COLLEGE • Centre for Learning • Epton • Lady Stanley • Eastlea VHF Msas • Hwange stores CANTEENS • Runhare House • TCFL • Epton • Msasa REMOTE LINE UNIT(RLU) • 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) • Dzivarasekwa RLUs (1) • Ruwa RLUs (3)			
	LOT 2 SOUTH WESTERN Exchanges & Client Experience Centres • Bulawayo Main Exch • Bulawayo Hillside Exchange • Bulawayo Client services • Luveve Exchange • Khulumane Exchange • Mabutweni Exchange • Bellevue Exchange • Topyard • Queensdale exchange			

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	• Northend exchange • Kezi exchange • Figtree exchange • Matopos exchange • Esigodini exchange • Shangani exchange • Turkmine exchange • Beitbridge exchange • West Nicholson exchange • Filabusi exchange • Gwanda exchange RLUs • Bellevue/ Nkulumane RLUs (2) • Bulawayo RLUs (11)			
	LOT 3 MAT NORTH Exchanges/Client Experiences Centres • Hwange Exchange • Lupine exchange • Tsholotsho exchange • Jotsholo exchange • Victoria falls exchange • Nyamandlovu exchange • Dete exchange • Binga exchange			

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	LOT 4 MASHONALAND Exchanges • 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 • Murehwa exchange • Murombedzi exchange • Mutoko exchange • Mutorashanga exchange • Mvurwi exchange • Raffingora exchange • Sanyati exchange • Selous exchange • Shamva exchange • Wedza exchange • Norton exchange • Karoi exchange RLUs(2) • Bindura exchange • Kariba exchange • Marondera client services stores • Kadoma RLUs • Bindura RLUs • Chegutu RLUs • Kadoma RLUs • Norton RLUs			
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	Lot 5 EASTERN Exchanges/ Client Experiences Centres • Chiredzi exchange • Rusape exchange • Nyanga exchange • Triangle exchange • Ngundu exchange • Rutenga exchange • Chipangayi exchange • Birchenough exchange • Checheche exchange • Chimanimani exchange • Hauna exchange • Julisdale exchange • Nyanga exchange • Chipinge exchange • Mutare exchange • Murambinda exchange • Nyazura exchange • Masvingo exchange • Mashava exchange • Gutu exchange • Jerera exchange • Nyika exchange • Chatsworth exchange • Nyaningwe exchange • Odzi exchange STORES/RLUs • Mutare • Masvingo • Chipinge/Chipangayi RLUs(8) Kwekwe RLUs(8)			
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	Lot 6 MIDLANDS EXCHANGE/Client Experiences Centres • Gweru exchange • Zvishavane exchange • Mberengwa exchange • Kwekwe exchange • Chivhu exchange • Shurugwi exchange • Mvuma exchange • Redcliff exchange • Munyati exchange • Gokwe exchange • Nkayi exchange • Lalapanzi exchange • Gweru client services STORES/WORKSHOP/COLLEGE • Kwekwe stores • Gweru stores RLU			
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Declaration by the Accounting Officer

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

pp



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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 Service (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: CBTD 64-25

Reference	Special Conditions
1.	Eligible Countries: Service from all countries are eligible.
2	Notices: 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 Selina Gatawa at TelOne Runhare House, 107 Kwame Nkrumah Harare, 8 th Floor. For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
3	Liquidated Damages: Liquidated Damages shall apply. In the case of delays in the delivery of Service, 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.
4	Packing, Marking and Documentation: The service shall meet the following special packing requirements: Items should be wrapped to secure against damages either in cardboard boxes or any reasonable package
5	Insurance: The Service shall be fully insured until full delivery is accepted.
6	Inspections and tests: 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 goods 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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Reference	Special Conditions
	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. 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.
7.0	Performance security: The Contractor shall provide a performance security of 10% 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.
7.1	Reduction of performance security: Performance security will not be deducted until full delivery.
8.	Warranty: The period of the warranty shall be 12 months.
9.	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be 1 month
10.	Price adjustments: Any price adjustments will be upon agreement by both parties.
11.	Terms of Payment: The structure of payments shall be: 30days
12.	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the 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: CBTD64-25

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 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.

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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PART 3 CONTRACT

Annex G
Bank Guarantee for Performance Security

[This is the format for the Performance Security to be issued by an acceptable financial institution in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of financial institution]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature
