

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES**

**PROCUREMENT REFERENCE NO: CBTD 58-24**

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**COMPETITIVE BIDDING TENDER DOMESTIC (CBTD) 58-24**

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**INVITATION TO BID**

**FOR THE SUPPLY AND DELIVERY OF WOODEN POLES**

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Tender Closing Date: Thursday 31 October 2024



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES**

**PROCUREMENT REFERENCE NO: CBTD 58-24**

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**Standard Bidding Document for the Supply and Delivery of Wooden poles  
Procurement Reference No: CBTD 58-24**

**Procuring Entity: TelOne Zimbabwe**

**Date of Issue:**

## **Table of Contents**

**Part 1: Bidding Procedures**

**Part 2: Statement of Requirements**

**Part 3: Draft Contract**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES:  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 1 BIDDING PROCEDURES**

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**PART 1: BIDDING PROCEDURES**

**Procurement Reference Number: CBTD 58-24**

**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. Signed bid securing declaration (annexure F)
4. Bid validity period of 60 days (Bidders must state)
5. At least three written reference letters (in the form of official letters from client companies) for supply and delivery of wooden poles.
6. A copy of
  - i. *Certificate of Incorporation*
  - ii. *Comprehensive company profile*
  - iii. *CR6 showing Company Directors*
  - iv. *Current Tax Clearance Certificate*

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

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 Tuesday 29 October **2024** and should be sent to:

The Procurement Management Unit Executive  
TelOne  
P O Box CY331, Causeway, Harare, Zimbabwe  
Fax: 263 24 2795499

Email-; [chiedza.runyowa@telone.co.zw](mailto:chiedza.runyowa@telone.co.zw); [cludios.chenga@telone.co.zw](mailto:cludios.chenga@telone.co.zw);  
[caroline.chikukutu@telone.co.zw](mailto:caroline.chikukutu@telone.co.zw) and [procurement@telone.co.zw](mailto:procurement@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.

# **BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES: PROCUREMENT REFERENCE NO: CBTD 58-24**

## **PART 1 BIDDING PROCEDURES**

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### **Submission of Bids**

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.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

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:	<b>31 October 2024</b>	Deadline Time:	11.00hrs (Zim Time)
Submission address:	The Procurement Management Executive, Tel-One, Foyer, Ground Floor, Runhare House, 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 online, which will take place through ZOOM on Thursday 31 October 2024 at 1100hrs (Zim time).

### **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.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES:  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 1 BIDDING PROCEDURES**

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).

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

1. **Preliminary evaluation** to confirm that all documents required have been provided, to confirm the eligibility of Bidders.

	<b>Attributes</b>	<b>Compliance Status</b> <b>Compliant – C</b> <b>Not Compliant – NC</b>
1	Completed and signed Bid Submission Sheet in this Part;	
2	Completed Statement of Requirements in Part 2;	
3	Completed and Signed bid securing declaration (annexure F)	
4	Bid validity period of 60 days (Bidders must state)	
5	At least three written reference letters (in the form of official letters from client companies) for supply and delivery of wooden poles.	
6	A copy of Certificate of Incorporation	
7	A copy of Comprehensive company profile	
8	A copy of CR6 showing Company Directors	
9	A copy of Current Tax Clearance Certificate	

Due diligence may be undertaken to ascertain suppliers capability

2. **Technical evaluation** to determine substantial responsiveness to the specifications in the Statement of Requirements;

# **BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES: PROCUREMENT REFERENCE NO: CBTD 58-24**

## **PART 1 BIDDING PROCEDURES**

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### **Technical specification**

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 annexure 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.
  - (a) The bid price shall be considered at financial evaluation stage.
  - (b) Delivery period to be stated.
  - (c) Payment terms will be as agreed by both parties upon complete delivery.

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 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.
- (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 Goods, 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 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;

# **BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES: PROCUREMENT REFERENCE NO: CBTD 58-24**

## **PART 1 BIDDING PROCEDURES**

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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. 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.

### **Origin of Goods**

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

### **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**

Bids should be priced in US\$ payable in ZWG

### **Award of Contract**

The lowest evaluated bid to specification per item, 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.

### **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.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES:  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**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 58-24

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:**

<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> .....	
.....	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 3 CONTRACT**

**ANNEX B**

**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**List of Goods and Price Schedule**

Currency of Bid: US\$

*Please indicate Vat Inclusive/Exclusive accordingly where applicable*

<b>Item No<sup>1</sup></b>	<b>Description of Goods</b>	<b>Quantity<sup>2</sup></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	7.5m Wooden poles (TelOne Bulawayo Stores)	2750		
2	7.5m Wooden poles (TelOne Gweru Stores)	1750		
3	10m Wooden poles (TelOne Bulawayo Stores)	1000		
4	10m Wooden poles (TelOne Gweru Stores)	500		
	VAT			
	Total			

**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. PRICE MUST INCLUDE TRANSPORTATION COST  
UNLESS OTHERWISE STATED PRICES WILL BE TAKEN TO INCLUDE TRANSPORT**
- 3. BIDDERS SHOULD STATE PAYMENT TERMS**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 3 CONTRACT**

**Annex C**

**Delivery Schedule**

Name of Bidder:

Bidder's Reference Number:

*{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>Lot No</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Physical unit</b>	<b>Delivery Date Required by Procuring Entity and applicable INCOTERM</b>	<b>Bidder's offered Delivery period</b>
<b>ITEM</b>				<i>(Competed by Procuring Entity)</i>	<i>(to be provided by the bidder)</i>
<b>1</b>	7.5m Wooden poles (TelOne Bulawayo Stores)	2750		<b>Within 7 days of order</b>	
<b>2</b>	7.5m Wooden poles (TelOne Gweru Stores)	1750		<b>Within 7 days of order</b>	
<b>3</b>	10m Wooden poles (TelOne Bulawayo Stores)	1000		<b>Within 7 days of order</b>	
<b>4</b>	10m Wooden poles (TelOne Gweru Stores)	500		<b>Within 7 days of order</b>	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 3 CONTRACT**

**Annex D**

**Technical Specification and Compliance Sheet**

Name of Bidder:

Bidder's Reference Number:

The service provider 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)]

:

A	B	Quantity	C
Item No	Item description and full technical Specification required (including applicable standards)		{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}  <u>Compliance Status</u>  C-Compliant  NC- Non Compliant
	<b><u>SUPPLY AND DELIVERY OF WOODEN POLES</u></b>		
1.	<b><u>7.5M WOODEN POLES</u></b> <ul style="list-style-type: none"> <li>▪ Creosoted treated wooden poles</li> <li>▪ gang nailed and steel belted at both ends</li> <li>▪ 100-125mm top diameter</li> <li>▪ 15mm depth creosote</li> </ul> The period of the <b>warranty</b> shall be 10 years (Bidder must state)	4500	
2.	<b><u>10M WOODEN POLES</u></b> <ul style="list-style-type: none"> <li>▪ Creosote treated wooden poles,</li> <li>▪ 110-130mm top diameter,</li> <li>▪ gang nailed and steel belted on both ends &amp;</li> <li>▪ 15mm Creosote penetration.</li> </ul> The period of the <b>warranty</b> shall be 10 years (Bidder must state)	1500	

**NB:** Due diligence exercises may be carried out to determine adequacy of resources

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 3      CONTRACT**

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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.

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**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 3 CONTRACT**

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**Annex E**

**General Conditions of Contract**

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

**Special Conditions of Contract**

Procurement Reference Number: CBTD58-24

<b>Reference</b>	<b>Special Conditions</b>
<b>1.</b>	<b>Eligible Countries:</b> Goods from all countries are eligible.
<b>2</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>3</b>	<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  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>4</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>5</b>	<b>Insurance:</b> The Goods shall be fully insured until full delivery is accepted.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 3 CONTRACT**

Reference	Special Conditions
6	<p><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 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.</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>
7.0	<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.</p>
7.1	<p><b>Reduction of performance security:</b> Performance security will not be deducted until full delivery.</p>
8.	<p><b>Warranty:</b> The period of the warranty shall be 10 years.</p>
9.	<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>
10.	<p><b>Price adjustments:</b> Any price adjustments will be upon agreement by both parties.</p>
11.	<p><b>Terms of Payment:</b> The structure of payments shall be: 30days</p>

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**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: CBTD 58-2024

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 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 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>	



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF WOODEN POLES  
PROCUREMENT REFERENCE NO: CBTD 58-24**

**PART 3      CONTRACT**

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*{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.*