



COMPETITIVE BIDDING TENDER (DOMESTIC) CBTD37-25

INVITATION TO TENDER

FOR THE PROVISION OF AUCTIONEER SERVICES

Tender Closing Date: 12 June 2025

Closing Time: 1100hrs



Voice | Broadband | Satellite

**Standard Bidding Document for the Procurement of:
AUCTIONEER SERVICES**

Procurement Reference No: CBTD37-25

Procuring Entity: TelOne Zimbabwe

Date of Issue:

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BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF TOYOTA FORTUNER

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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

Procurement Reference Number: CBTD37-25

TelOne (Pvt) Limited, hereinafter referred to as TelOne, invites Tenders for the disposal by public auction of redundant vehicles and obsolete telecommunications equipment and materials in either Harare Region or Northern Region or Southern Region.

Preparation of Bids

You are requested to bid for the provision of services 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
 - i. Fully completed bid submission sheet (Annex A).
 - ii. Fully completed Technical specifications (Annex D).
 - iii. Bid securing declaration (Annex F)
 - iv. Price Validity period which is 60 days (bidders should state)
 - v. Current Tax Clearance Certificate
 - vi. Copy of CR6 showing Company Directors
 - vii. Detailed company profile
 - viii. Certificate of Incorporation
 - ix. Audited financial statements from January 2022 to December 2024
 - x. At least three (3) written reference letters (in the form of official letters from corporate clients) for similar services required by this tender
 - xi. Previous performance with TelOne Pvt Ltd will be evaluated on remittance which had a requirement of three (3) days
 - xii. 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.

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 09 June 2025 and should be sent to:

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PART 1 BIDDING PROCEDURES

The Procurement Executive

TelOne

P O Box CY331

Causeway, Harare

Zimbabwe

Fax: 263 – 242 – 2795499

Email- lesailkarimbika@telone.co.zw; cludios.chenga@telone.co.zw;
desire.tavarwisa@telone.co.zw; 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.

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: 12 June 2025

Deadline Time: 1100hrs

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 VIRTUAL platform meeting on the date of submission. The link can be requested on the following email: procurement@telone.co.zw

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PART 1 BIDDING PROCEDURES

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).

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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
<i>Fully completed bid submission sheet (Annex A).</i>	
<i>Fully completed Technical specifications (Annex D).</i>	
<i>Bid securing declaration (Annex F)</i>	
<i>Price Validity period which is 60 days (bidders should state)</i>	
<i>Current Tax Clearance Certificate</i>	
<i>Copy of CR6 showing Company Directors</i>	
<i>Detailed company profile</i>	
<i>Certificate of Incorporation</i>	
<i>Audited financial statements from January 2022 to December 2024</i>	
<i>At least three (3) reference letters on company letter head with an authorized signature showing bidders direct experience on successful provision of similar quality required services with Government Ministries, Departments and Agencies (MDAs)</i>	
<i>Remittance should be cleared within three days and all outstanding amounts must be cleared within 7days.</i>	
<i>Previous performance with TelOne Pvt Ltd will be evaluated on remittance which had a requirement of three (3) days</i>	
<i>The tender should have a table of contents with marked pages.</i>	

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 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.

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

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. If the delivery period offered differs from the requirements in the schedule, bidder must state in their bid.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.
- (c) **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 are required to meet the criteria in 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
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. Participation in this bidding procedure is open to Zimbabwean bidders only.

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 shall be in United States Dollars (USD)

Award criteria

- a. Tender will be awarded strictly one region per bidder. No bidder will be awarded more than one region if there are at least two qualifying bids.
- b. The best bid will be awarded Harare Region and Northern Region, whilst second best bid will be awarded Southern Region.

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- c. In the event that there is only one qualifying bid, the bidder will be awarded all the three regions but for a period of one year.
- d. Should there be only two successful bids, the better bidder will also be awarded Harare Region and Northern Region.
- e. Bidders should be prepared to provide auction service in any awarded region. Bidder cannot choose region of preference.

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 in accordance with Part 3: Contract. 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

TelOne requires that Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract
2. any conflict of interest on the part of the Bidder must be declared.

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PART 1 BIDDING PROCEDURES

Annex A

Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.

Procurement Reference Number:	CBTD37-25
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:

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

BIDDING DOCUMENT FOR THE PROVISION OF AUCTIONEER SERVICES**PROCUREMENT REFERENCE NO: CBTD37-25****PART 2 STATEMENT OF REQUIREMENTS**

ANNEX B**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

List of Items and Price Schedule

CURRENCY OF BID: USD

Item No¹	Description of Goods	Quantity²	Commission payable (rate as a %) [to be provided by the Bidder]
1	The auctioneer's commission is to be based on the gross proceeds from the sale. No levy or premium shall be charged for payment by winning bidders. Bidders must state commission in percentage terms inclusive of Value Added Tax (VAT) .		

DETAILS OF REQUIREMENTS**Provision of Auction Services for Redundant****Vehicles and Obsolete Telecommunications****Materials from 2025 to 2027 In:****1. Harare Region – Epton Street Workshop & Msasa Stores****OR****2. Southern Region – Kwekwe; Gweru; Masvingo; Chiredzi;
Bulawayo & Hwange****OR****3. Northern Region – Chinhoyi; Kadoma; Rusape & Mutare**

Annex C

Delivery Schedule

Name of Bidder:

Bidder's Reference Number: CBTD37-25

{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 Service	Delivery period required by PMU	Delivery period
			<i>[to be provided by the Bidder]</i>
1	Auctioneer services	TBA	

NB: TelOne reserves the right to alter the quantities

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ATTRIBUTE	MINIMUM REQUIREMENTS	POSSIBLE SCORE (POINTS)	ACTUAL WEIGHTED SCORE
1. TEAM LEADER			
1.1 Educational/ Professional Qualifications	Relevant degree or equivalent professional qualification, to provide copy of certificate.	2	
	Membership of a recognized professional body and provide verifiable proof of membership (Local or international).	3	
1.2 Assignment-Related Experience	At least 3 years in auctioneering or valuation services in Ministries Departments and Agencies (MDAs) (to attach Curriculum Vitae), <i>3 points per year of experience.</i>	9	
	At least 3 relevant auctioneering or valuation services, <i>3 points for the each project.</i>	9	
1.3 Work Environment and Exposure	At least 3 years' experience in providing Auctioneering services in Ministries Departments and Agencies (MDAs), <i>3 points per each year.</i>	9	
Attribute 1 Total		32	
2. OTHER TEAM MEMBER(S)			
2.1 Educational/ Professional Qualifications	Any 2 team members with at least a relevant qualifications in Finance, Accounting, Business Management, Marketing or equivalent (5 points per member), <i>to provide copy of diploma certificates.</i>	10	
	Any 2 team members with membership of a recognized professional body (5 points per member), <i>to provide verifiable proof of membership.</i>	10	
2.2 Assignment-Related Experience	At least 5 relevant projects in auctioneering or valuation services, (to attach Curriculum Vitae), <i>2 points per project.</i>	10	
2.3 Work Environment and Exposure	Any 2 team members with at least 5 years of experience in Auctioneering services in Ministries Departments and Agencies (MDAs), (to attach Curriculum Vitae), <i>5 points per year of experience for each member.</i>	10	
Attribute 2 Total		40	
3. EXPERIENCE OF THE FIRM	5 years proven expertise in providing Auctioneering services to Zimbabwe corporations. <i>2 points for each year of firms' expertise.</i>	10	
	At least 5 relevant projects in auctioneering or valuation services, <i>2 points for each project conducted by the firm.</i>	10	
Attribute 3 Total		20	
4. METHODOLOGY	Proposed Methodology must be submitted	2	
	Proposed Work Plan must be submitted	2	
	Bidders must provide an e-auction system which can be used for a minimum of 3 years	2	
	Time frame for the delivery of Auctioneering services and resource allocation	2	
Attribute 4 Total		8	
TOTAL SCORE		100	

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PART 2 STATEMENT OF REQUIREMENTS

GENERAL ADVERTISING AND TRANSPORT COSTS

The costs of advertising the auctions, transport and accommodation for auctioneer's staff shall be borne by the auctioneer.

DISPOSAL

The Auctioneer shall sell all vehicles and obsolete telecommunications equipment and materials to the buyers, after proper and adequate invitation (as outlined in their plan). **All auctions shall be conducted at TelOne premises in Zimbabwe.**

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected.

Bidders are required to include technical literature to positively support the details provided in column c.

Declaration by the Accounting Officer

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

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Annex E

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: CBTD37-25

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

GCC reference	Special Conditions
GCC 7.5	Eligible Countries: Goods from all countries are eligible.
GCC 8.1	<p>Notices: 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 Lesail Karimbika at TelOne Runhare House, 107 Kwame Nkrumah Harare, 8th 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>
GCC 19.1 GCC 21.2	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act 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> <p>Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 : Items should be wrapped to secure against damages either in cardboard boxes or any reasonable package</p>
GCC 22.1	Insurance: The Goods shall be fully insured until full delivery is accepted.
GCC 23.1 & 23.2	Inspections and tests: The Purchaser shall have the right at any time to inspect the motor vehicle in terms of this contract and to reject such if it is found to be defective or inferior in quality or in non-compliance to the specifications of the Contract. Should the motor vehicle be so rejected, then the supplier, shall replace or make good to the

BIDDING DOCUMENT FOR THE PROVISION OF AUCTIONEER SERVICES**PROCUREMENT REFERENCE NO: CBTD37-25****PART 3 CONTRACT**

GCC reference	Special Conditions
	satisfaction of the Purchaser, at his own expense, without alteration to any of the Contractor's liabilities and obligations under the contract.
GCC 24.1	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. The format shall be based on the template following the Special Conditions of Contract in this Part.
GCC 24.4	Reduction of performance security: Performance security will not be deducted until full delivery.
GCC 25.1	Warranty: The period of the warranty shall be 12 months.
GCC 25.6	Failure to remedy a defect: The period allowed to the Supplier to remedy a defect during the period of the Warranty shall be 1 month
GCC 29.1	Price adjustments: Any price adjustments will be upon agreement by both parties.
GCC 30.1	Terms of Payment: The structure of payments shall be: 60days
GCC 31.1	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.

BIDDING DOCUMENT FOR THE PROVISION OF AUCTIONEER SERVICES

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PART 3 CONTRACT

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: CBTD37-25

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 to be determined by TelOne, 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 of:	Date:(DD/MM/YY)
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.