

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORDED
TELEPHONE HANDSETS UNDER CONSIGNMENT ARRANGEMENT**

PROCUREMENT REFERENCE No: CBTD 52-26



**INVITATION TO COMPETITIVE BIDDING TENDER
DOMESTIC CBTD 52-26 FOR THE SUPPLY AND
DELIVERY OF CORDED TELEPHONE HANDSETS
UNDER CONSIGNMENT AGREEMENT**

Tender Closing Date: 06 August 2026

CLOSING TIME: 1100HRS



Voice | Broadband | Satellite

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORDED
TELEPHONE HANDSETS UNDER CONSIGNMENT ARRANGEMENT**

PROCUREMENT REFERENCE No: CBTD 52-26

**Standard Bidding Document: FOR THE SUPPLY AND DELIVERY OF
CORDED TELEPHONE HANDSETS UNDER CONSIGNMENT
ARRANGEMENT**

Procurement Reference No: CBTD 52-26

Procuring Entity: TelOne Zimbabwe

Date of Issue:

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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

INVITATION FOR THE SUPPLY AND DELIVERY OF CORDED TELEPHONE HANDSETS UNDER CONSIGNMENT ARRANGEMENT

1.0 Introduction

This Standard Bidding Document (SBD) has been prepared with a view of providing Consignment Agreements for the procurement of CORDED TELEPHONE HANDSETS

1. The Consignment Stock Agreement shall be concluded for a period of one (1) year from the commencement date stated in the agreement.
2. TelOne on a non-exclusive basis will provide facilities for product distribution and selling of the Products in Zimbabwe Through TelOne distribution outlets and /or agents for the duration of the contract.
3. The Consignor shall supply the consignment stock to TelOne at agreed quantities of each product, based on the orders generated for each product. To this end,
4. The Consignor shall be responsible for obtaining all licences, permits and approvals which are necessary or advisable for the distribution of the products in Zimbabwe and for the performance of TelOne.
5. The Consignor shall be responsible for obtaining all the intellectual property rights, which are necessary or advisable for the distribution of the Products in Zimbabwe and for the performance of TelOne's duties hereunder.
6. All sales shall be at prices and terms agreed upon and recommended by the supplier and TelOne.
7. TelOne shall be entitled to a commission for the units sold and shall be negotiated at contract stage.
8. Bidding will be conducted through competitive bidding.

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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 bid securing declaration in the format specified in this Part;
4. A copy of
 - i. *Signed bid securing declaration (annexure E)*

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- ii. *Certificate of Incorporation*
- iii. *CR6 or CR14 clearly showing company director(s) credentials*
- iv. *Current Tax Clearance Certificate*
- v. *VAT Certificate*
- vi. *Validity period of tender of 60 days (Bidders must sign the bid submission sheet)*
- vii. *Bidder to provide data sheet or sample along with the bids.*
- viii. *At least three written reference letters (in the form of official letters from client companies) for supply and delivery of related goods.*
- ix. *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.

Clarification

Clarification of the bidding document may be requested in writing by Bidder before 04 August 2026 and should be sent to:

The Procurement Management Unit Executive
TelOne
P O Box CY331
Causeway, Harare
Zimbabwe

Email; chiedza.runyowa@telone.co.zw ; caroline.chikukutu@telone.co.zw and
cludios.chenga@telone.co.zw

Any neglect, delay or failure on the part of the Bidder to obtain additional information upon the above or any other matters which the bidder considers necessary shall not relieve him from responsibility as a bidder.

Bidders are required to adhere to the instructions regarding preparation and submission of tenders as those who do not comply will be disqualified.

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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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 should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY" All 3 copies should be in sealed envelopes clearly marked with the details of the tender. In the event of any discrepancy between the original and the copies, the original will prevail.
- (b) All tenders must be submitted to the Procurement Management Unit Executive, **Tel-One (Private) Limited, Harare.**
- (c) The tender must be enclosed in sealed envelopes, endorsed on the outside with the advertised tender number, the closing date and description of tender and must be delivered by hand to the Head of Procurement Management Unit **Tel-One (Private) Limited, 8th Floor Runhare House, 107 Kwame Nkrumah Avenue, Harare** before 11:00 hours on the closing date notified.
- (d) No bidder may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor.
- (e) 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;
- (f) Tenders which are properly addressed to Tel-One (Private) Limited in envelopes with the advertised tender number, the closing date and tender description endorsed on the outside are not opened until 11:00 hours on the closing date.
- (g) **Note:** Tenders which are received after 11:00 hours on the closing date, whether by hand, or by post will be treated as late tenders and will be rejected.
- (h) Any tender submitted that does not fully comply with the above terms and conditions will be rejected without further consideration as well as tenders received after the published closing date and time.

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: 06/08/2026

Deadline Time: 11:00hrs Zim time

Submission address: The Procurement Executive,
TelOne, 8th Floor, Runhare House, South Wing; 107

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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.

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.

Eligibility and Qualification Criteria

Bidders must 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.
6. have the nationality of an eligible country as specified in the Special Conditions of Contract;

Evaluation Criteria

Evaluation shall be done in two stages, namely **Preliminary and Technical**. Only bids that comply with the preliminary/mandatory requirements of the tender shall qualify for technical evaluation.

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Preliminary evaluation- the preliminary evaluation shall consider bidders' compliance with the tender requirements by submitting the following mandatory requirements;

	Attributes	Compliance Status Compliant – C Not Compliant – NC
1	Signed bid securing declaration (annex E)	
3	Certificate of Incorporation	
4	CR6 or CR14 with list of directors	
5	Current Tax Clearance Certificate	
6	VAT Certificate	
7	Validity period of tender of 60 days (Bidders must sign the bid submission sheet)	
8	Bidder to provide data sheet or sample along with the bids	
9	At least three written reference letters (in the form of official letters from client companies) for supply and delivery of related goods.	

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. 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.

Items required

Below are Details of Requirement:

Item	Description of Goods	Quantity	Physical Unit
1	CORDED TELEPHONE HANDSETS	1	each

Award criteria for the Consignment Agreement

This is an open Consignment agreement

The Procuring Entity will conclude consignment stock agreements with the bidders whose bids have been determined to be substantially responsive, economically advantageous to

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TelOne business, including any margin of preference, which is substantially responsive to the requirements of this bidding document.

Where an insufficient number of bids are received, TelOne may decide to invite new bids

Currency

Bids should be priced in US\$ payable in USD

Notification of award for consignment stock agreements

The proposed award of consignment agreement will be by the issue of a Notification of consignment stock agreement Award, which will be effective upon signing of the agreement. Unsuccessful Bidders will receive the Notification of Consignment Agreement 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.

Terms and conditions of the consignment stock agreements

- 1) Once the Consignment Agreements have been concluded orders will be made from the shortlisted suppliers.
- 2) New quotations may be solicited from the shortlisted suppliers as and when the Telephone Handsets modems will be required.
- 3) The procuring entity will use the competitive bidding method.
- 4) The quantities for requirements shall be determined by TelOne (Private) Limited as and when required. TelOne may carry out a market survey to determine fair market prices before placing firmed up orders.

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.**
- 2. any conflict of interest on the part of the Bidder must be declared.**

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Annex A

Bid Submission Sheet

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

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

Procurement Reference Number: **CBTD 52-26**

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
Delivery Schedule**

Name of Bidder:

Bidder's Reference Number: CBTD 52-26

{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	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
					<i>{to be provided by the Bidder}</i>
1	CORDED TELEPHONE HANDSETS	1	Each		

The delivery period required shall be measured from the date of the signing of the order between the Procuring Entity and the Bidder.

The Project Site for delivery of the goods is TelOne, Epton Store, Harare.

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ANNEX C

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Items and Price Schedule

Currency of Bid: US\$

ITEM NO	DESCRIPTION OF GOODS	QTY	PRICE INC VAT (SUPPLIER'S PRICE)
			<i>[to be provided by the Bidder]</i>
1	For the supply and delivery of Corded Telephone handsets	1	

NB: TelOne reserves the right to alter quantities

- 1. THE BIDDER MUST QUOTE THE TOTAL PRICE PER UNIT**
- 2. PLEASE STATE IF THE PRICE INCLUDES OR EXCLUDES VAT.
UNLESS OTHERWISE STATED PRICES WILL BE TAKEN TO INCLUDE VAT**
- 3. BIDDER SHOULD STATE PAYMENT TERMS**

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Annex D

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number: CBTD 52-26

The bidder must comply with following Technical Specifications and Standards:

ITEM	DESCRIPTION	QUANTITY
1	CORDED TELEPHONE HANDSETS	1

SPECIFICATIONS FOR CORDED TELEPHONE HANDSETS

Dial Mode -Tone (DTMF/pulse
Redial - One-touch
Flash - 600ms
Power Source - Telephone line
Wall mountable provision
Adjustable ringing volume
RJ11 Socket

Bidders are required to include technical literature to positively support the details provided above.

Declaration by the Procurement Executive

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

pp 

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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: CBTD 52-26

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.

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.

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PART 1 BIDDING PROCEDURES

PART 3 CONTRACT

Annex F

Contract Agreement

Procurement Reference:

THIS CONTRACT AGREEMENT is made the..... day ofyear.....

BETWEEN

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.

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

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

For and on behalf of the Procuring Entity

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

For and on behalf of the Contractor

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

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Annex G

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: CBTD 52-26

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	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 Desire Tavarwisa 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 {state name of contact}
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of the contract 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.
GCC 21.2	Packing, Marking and Documentation: 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
GCC 22.1	Insurance: The Goods shall be fully insured until full delivery is accepted.
GCC 23.1 &	Inspections and tests: The Purchaser shall have the right at any time to

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GCC reference	Special Conditions
23.2	inspect work being undertaken in terms of this contract and to reject such work if it is found to be defective or inferior in quality or in non-compliance to the specifications of the Contract. Should any work be so rejected, then the contractor, shall replace or make good to the satisfaction of the Purchaser, at his own expense, without alteration to any of the Contractor's liabilities and obligations under the contract. 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.
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 Contractor 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: 30 days after delivery.
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 and the applicable Fee.