



**STANDARD  
BIDDING  
DOCUMENT  
FOR THE  
FIX AND SUPPLY OF  
SMARTPHONES.**

**Issuing Date: 16 January 2026  
Closing date: 13 February 2026  
Closing time: 10:00 hours**

**BIDDING DOCUMENT FOR THE PROCUREMENT OF *FIX AND SUPPLY OF SMARTPHONES***

**PROCUREMENT REFERENCE NO: UDCORP002/01/2026**

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## **PART 1: BIDDING PROCEDURES**

### **References:**

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

### **Procurement Reference Number:**

### **Preparation of Bids**

You are requested to bid for the supply of the goods specified in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission Sheet in this Part.
2. the Statement of Requirements in Part 2.
3. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations.
4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe.
5. Company profile
6. Certificate of incorporation
7. Valid tax clearance certificate
8. Letter of dealership from the Manufacturer
9. Three trade reference letters where you have provided similar goods and services

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

### **Number of bids allowed**

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

### **Clarification**

Clarification of the bidding document may be requested in writing by any Bidder before **7 February 2026** and should be sent to **the Procurement Manager, UDCORP** on [pmunit@udcorp.co.zw](mailto:pmunit@udcorp.co.zw)

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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**

Bids are to be submitted electronically through the email address on the date and time of the deadline below. Bids submitted in physical copies will not be accepted.

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 Submission: **13 February 2026**

**Deadline  
Time: 10:00  
(CAT)**

Submission address: [tenders@udcorp.co.zw](mailto:tenders@udcorp.co.zw)

Means of acceptance: Bidders should submit bids on the above email address.

## **Bid opening**

Bids will be opened following the deadline for submission through the above email address.

## **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.

## **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. 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 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

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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 examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements.
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.

## **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) **Payment schedule:** Payments will be issued out as follows, 60% on initial order and 40% upon delivery of goods.

## **Eligibility and Qualification Criteria**

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract;
7. Participation in this bidding procedure is open to Zimbabwean bidders only; and
8. 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.

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## **Origin of Goods**

All goods and related services must have as their country of origin an eligible country.

## **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. *No alternative to technical specifications shall be accepted.*

## **Currency**

Bids should be priced in United States Dollars, payable in NOSTRO

## **Award of Contract**

The lowest evaluated bid, after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

## **Right to Reject**

The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

## **Corrupt Practices**

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and
3. any conflict of interest on the part of the Bidder must be declared.

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## 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:

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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## PART 2 STATEMENT OF REQUIREMENTS

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### PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

#### List of Goods and Price Schedule

Currency of Bid: USD

Item No <sup>1</sup>	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup>	Total Price <sup>4</sup>
1	IPHONE 17 PRO MAX	5	<i>[to be provided by the bidder]</i>	<i>[to be provided by the bidder]</i>
2	SAMSUNG GALAXY S25 ULTRA	2		
3	SAMSUNG GALAXY Z FOLD 7	2		

Note 1: Lots and packages should be shown as separate items.

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: Include any additional costs, such as installation or commissioning.

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



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## PART 2 STATEMENT OF REQUIREMENTS

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### 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}.*

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

**The Project Site for delivery of the goods is 56, Samora Machel, Harare**      **As specified on the Technical Requirements**

Item No	Description of Goods	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
1	iPhone 17 Pro Max	5		<i>[14 working days]</i>	<i>{to be provided by the Bidder}</i>
2	Samsung Galaxy S25 Ultra	2			
3	Samsung Galaxy Z Fold 7	2			

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

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## PART 2 STATEMENT OF REQUIREMENTS

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### TECHNICAL SPECIFICATION AND COMPLIANCE SHEET FOR SMARTPHONES

Name of Bidder:

Bidder's Reference Number:

*The Goods and Related Services 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)]*

<b>a</b>	<b>b</b>	<b>c</b>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</b>
1	iPhone 17 Pro Max, 512GB, 12GB RAM, IOS26, 6.9 inch OLED x5	
2	Samsung Galaxy S25 Ultra, 256GB, 12GB RAM x2	
3	Samsung Galaxy Z Fold 7 512GB, 12GB RAM x2	

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 in form of catalogues/brochures and photos Failure to provide supportive literature will be automatic disqualification.**

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**PART 2      STATEMENT OF REQUIREMENTS**

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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.

**NAME**

**JOEY SHUMBAMHINI**

**POSITION**

**CHIEF EXECUTIVE OFFICER**



**SIGNATURE:**

.....

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