

**BIDDING DOCUMENT TO ENTER INTO FRAMEWORK AGREEMENTS FOR SUPPLY,
FITTING AND BALANCING OF BRAND-NEW TYRES FOR POSB VEHICLES
PROCUREMENT REFERENCE – POSB-47 -2024**



**BIDDING DOCUMENT TO ENTER INTO FRAMEWORK AGREEMENTS FOR PURCHASING, FITTING AND
BALANCING OF BRAND-NEW TYRES FOR POSB VEHICLES STATIONED AT HEAD OFFICE AND AT SERVICE
CENTRES COUNTRYWIDE.**

DATE OF ISSUE6 SEPTEMBER 2024

CLOSING DATE.....20 SEPTEMBER 2024

CLOSING TIME10.00 HOURS

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PART 1: BIDDING PROCEDURES

BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) intends to enter into Framework agreements with reputable tyre manufacturers and dealers for supply, fitting and balancing of various types and sizes of motor vehicle tyres.

Accordingly, the bank extends its invitation to reputable companies in the tyre industry to participate in this tendering process by responding to this invitation.

Procurement Reference Number: POSB-47-2024

You are advised to carefully read the complete bidding document before preparing your bid. 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 document must be clearly marked with the Procurement Reference Number above.

Preparation of Bids

You are requested to bid for purchasing, fitting and balancing of motor vehicle tyres described in the Statement of requirements provided, by completing and returning the following **MANDATORY** documents:

1. Fully signed Bid Submission sheet in this part.
2. NSSA Clearance Certificate for the current period.
3. A bid securing declaration
4. a) Copy of the Certificate of Incorporation
b) Copy of the CR6/CR14 Form,
c) Valid copy of the VAT registration certificate
d) Copy of the 2024 ITF 263 Tax Clearance Certificate
e) Detailed Company Profile.
5. Three (3) written trade reference letters from previous or current corporate customers where tyres of a similar nature have been or are being provided from corporates and public entities in the last three (3) years. The letters should clearly indicate the types of tyres supplied, the frequency, volumes and dates of supplies. The letters should be on letterhead, clearly signed and dated as well as stamped by the suppliers
6. The bidder should have a workshop or facility with relevant equipment for fitting and balancing of tyres. The site and equipment may be subject to inspection and evaluation as part of bid evaluation.
7. The bidder should list all the equipment they have and intend to use to fit and balance the tyres. The bank may conduct a verification exercise as part of its due diligence prior to award of the contract.
8. Bidder to clearly demonstrate their geographical representation across the length and breadth of Zimbabwe.

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Lots and Packages

The requirement is not divided into lots or packages.

No Bidder may submit more than one bid either individually or as a joint venture partner in another bid, except as a subcontractor. 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 up to 13 September 2024 and should be sent to procurement@posb.co.zw to the attention of Kennedy Taonangoro and Gibson Sibanda

Pre-bid meeting

As the scope of work is clearly defined there will not be a pre-bid meeting. Participation in this bidding procedure is open to Zimbabwean bidders only.

Validity of Bids

The minimum period that the Bidder's bid must remain valid is 90 days from the deadline for the submission of bids. **The bid validity must be clearly stated. Bids that do not clearly indicate the bid validity will be disqualified.**

Submission of Bids

The technical and financial proposals should be provided as one set of tender documents.

Bids must be submitted electronically in PDF format to the email address below, no later than the date and time of the deadline provided. 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 subject line with the bidder's name and address and the Procurement Reference Number.

Late bids will be rejected. POSB reserves the right to extend the bid submission deadline but will notify all potential bidders through its website address www.posb.co.zw of any amended bid submission deadlines

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Date of **20 September 2024** Deadline Time: **10.00 Hrs**
deadline:

Submission address: tenders@posb.co.zw

Means of **Electronically through email**
acceptance:

The bidding submission documents should be scanned as a single document bearing the tender number and description on the subject line.

Bid opening.

Due to Covid-19 **No** bidders or their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

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 the Statement of Requirements.

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 this document and to confirm that the Bid is administratively compliant.
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 compliant bid.

Evaluation criteria

Bids will be examined to confirm that all terms, conditions, and requirements of the bidding document have been complied with by the bidder. The assessment of responsiveness shall be determined in accordance with the criteria set out in the preparation of bids section of this tender document.

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Eligibility and Qualification Criteria

Bidders are required to meet the criteria set out in the Preparation of Bids section of this tender document to be able to participate and to be qualified for the proposed contract. Bidders 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 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.

Bid Currency:

Bidders are requested to quote as follows: -

Option 1

United States Dollars (US\$) for payment in US\$

Option 2

United States Dollars (US\$) for payment in ZiG using the willing buyer willing seller rate prevailing on the date of payment processing.

Consideration for framework Agreement

Three (3) bidders amongst the list, providing bids within the competitive financial proposals amongst the evaluated bids, which are substantially responsive to the requirements of this bidding document will be recommended for Framework agreements. The proposed award consideration for the framework agreement contract will be by issue of a **notification of intention** to enter into a framework agreement which will be effective until signature of the contract documents. Unsuccessful bidders will be advised of the successful bidder/s and details of the proposed prices by the successful bidder/s.

Right to Reject

POSB reserves the right to accept or reject any bid or to cancel the procurement process and reject all bids at any time prior to contract award.

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Corrupt Practices

The People's Own Savings Bank requires that bidders and contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy: -

1. POSB 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. POSB may impose sanctions on fraudulent or collusive bidders in terms of its procurement policy.
3. Any conflict of interest on the part of the bidder must be declared.

Declaration by the Accounting Officer

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

Signed  Date.....

Garainashe Changunda
Signed on 05 Sep 2024, 5:04 PM CAT
Chief Executive Officer

05 September 2024

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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 **will 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 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 provide the services 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 within the bid validity period.

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

The Following Specific Requirements for Purchasing, fitting and balancing of tyres complement, supplement, or amend the provisions in the bidding procedures. The table below shows the schedule of the motor vehicle tyre sizes at Head Office and service centres countrywide. Different sizes of tyres can be added to the list as bank increases its fleet and other sizes may be deleted as some vehicles are disposed of in line with the bank's disposal policy.

LISTING OF VEHICLE TYRE SIZES FOR QUOTATIONS.

Bidders will be required to specify the different brands they stock and provide different pricing schedules for the different brands.

MAKE /MODEL	TYRE SIZES	PRICE
TOYOTA PRADO	255/55R19	
TOYOTA FORTUNER	265/65R17	
TOYOTA HILUX 2.8:	265/65R17	
TOYOTA HILUX 2.4	255/70R17	
TOYOTA COROLLA	205/55R16	
TOYOTA BELTA	195/55R16	
NISSAN NP300 DOUBLE CAB	245/70/R16	
NISSAN NP300 SINGLE CAB	215/80/R15	
NISSAN X TRAIL	225/65R17	
NISSAN NP200	185/65R15	
ISUZU CIT SINGLE CAB	205R16	
YUTONG STAFF BUSES	285/80/R22.50	

PRICES SHOULD BE NET, INCLUDING VALUE ADDED TAX.

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List of goods and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: _____

Item No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price ²
				Other additional costs	
				VAT	
				Total	

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

Note 2: Include any additional costs, such as hire or purchase of equipment to perform the services.

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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:

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 being eligible for bidding for any contract with a Procuring Entity in Zimbabwe for a period 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 Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, upon our receiving 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.

<p>Signed</p> <p>In capacity of:</p> <p>Duly authorised for and on behalf of:</p> <p>Company</p> <p>Address:</p> <p>.....</p> <p>Corporate Seal (where appropriate)</p>	<p>Name:</p> <p>Date:(DD/MM/YY)</p>
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{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid.}