

PEOPLE'S OWN SAVINGS BANK OF ZIMBABWE (POSB)

INVITATION FOR EXPRESSION OF INTEREST

PREQUALIFICATION FOR ENTERING INTO A COMMERCIAL ARRANGEMENT FOR THE PROVISION OF HOME SOLAR KITS TO QUALIFYING POSB CUSTOMERS (RSF 01/2025).

The People's Own Savings Bank (hereinafter referred to as the "Bank") invites, qualified and reputable commercial entities (hereinafter referred to as "prospective commercial partner") to enter into commercial agreements with the bank, for the provision of household and school solar kits to qualifying POSB customers.

1. ADMINISTRATIVE EVALUATION CRITERIA

- a. Official letter expressing interest to enter a commercial partnership with the bank.
- b. Company documents.
 - Copy of Certificate of Incorporation.
 - Copy of CR14 Form.
 - Copy of V.A.T registration certificate.
 - Copy of valid ITF 263 Tax clearance certificate.
- c. Detailed company profile showing an organisational structure indicating names and qualifications of key personnel. Certified copies of key personnel qualifications must be attached as part of the submission.
- d. Valid NSSA clearance certificate.
- e. Prospective commercial partners must demonstrate level of business activity and capacity by submitting certified 6-month bank statements.
- f. Certified copy of a valid ZERA membership certificate.
- g. Certified copy of a valid lease agreement to the premises where business is conducted(Head office). The head-office and warehouse will be subjected to site inspection and evaluation as part of due diligence.
- h. Prospective commercial partner to provide a list of packages detailing prices for 1kVA, 3kVA,5kVA, 8kVA ,10kVA, 12kVA, 15kVA and 20kVA solar kits.
- i. Prospective commercial partner quoted prices should be inclusive of VAT, installation, transportation costs and all other related costs.
- j. Quoted price should clearly state local area installations as well as additional transport charge per kilometre for remote jobs and prices for additional accessories and services.
- k. Prospective commercial partners must state warranty periods and related conditions for their products.

*A detailed list of POSB service centres is provided in **annexure 1**.*

Prospective commercial partners must meet all administrative evaluation conditions to qualify for the technical evaluation.

2. TECHNICAL PROPOSAL EVALUATION CRITERIA AND POINT ALLOCATION

CATEGORY	DETAILS	POSSIBLE POINTS
ORGANISATIONAL EXPERIENCE	Number of years in specific field (at least 3 years)	10
	Availability of qualified/skilled personnel in selected locations.	10
	Registration with The Renewable Energy Association of Zimbabwe and proof of adherence to ZERA standards.	5
	Proof of supply, support and after sales services – track record and key projects implemented (5 references, at least 1 commercial).	10
	Distribution network (number of outlets).	5
PRODUCT OFFERING	Competitive pricing.	15
	Product range and sustainability	5
	Proof of brand authenticity and supply distribution license. E.g. dealership agreements and certifications.	5
	Availability of functional business premises.	5
SUSTAINABILITY AND CARBON CREDITS PROPOSAL	Proposal for registration of project for carbon credit benefits for the bank's benefit in line with international best practice.	10
TOTAL		80

3. RESPONSIBILITIES OF THE BANK

The Bank's responsibilities shall be to:

- a. Receive asset loan application forms and process them in accordance with the bank's lending policies and procedures. This includes thorough assessment of creditworthiness of clients.
- b. Use its wide service centre and digital banking platforms to distribute and process solar asset loan application forms and other banking services.
- c. Enter into loan agreement with the clients.
- d. Make direct payment within 72 hours of receiving signed job cards to the prospective commercial partner for the purchase, installation and support services in line with agreed conditions as necessary.
- e. Set up direct systems to collect repayments from customers in accordance with agreed conditions with clients.
- f. Implement measures to manage credit risk including instituting collection processes and litigation.
- g. Partake in co-marketing and co-branding activities as may be agreed with commercial partner from time to time in formal marketing engagements.

4. RESPONSIBILITIES OF THE PROSPECTIVE COMMERCIAL PARTNER

The commercial partner's responsibilities shall be to:

- a. Provide proof of official dealership, distributorship of all products to be offered under the commercial agreement.
- b. Ensure that all products supplied comply with local and national regulations relating to renewable energy, building standards and environmental standards
- c. Agrees to collaborate with the Bank in registering the solar installation project under relevant carbon credit schemes such as Verified Carbon Standard or Clean Development Mechanism or other as applicable. The commercial partner shall be responsible for the registering and coordinating of the carbon registration benefit initiative, while the Bank shall maintain all necessary records required to claim carbon credits associated with this scheme.
- d. Provide a green energy strategy and proposal that will result in the envisaged commercial partnership deriving benefits from this project in line with international best practice in sustainability.
- e. Enter sales, service and support agreements with customers, independent of the Bank but on conditions agreed to with the Bank in a commercial partnership agreement.
- f. Supply, install, maintain equipment in line with agreed commercial conditions.
- g. To complete Installation work no later than seven days following the date on which a purchase order has been issued by the bank.
- h. Provide solar power solutions, with agreed packages and business conditions in line with the partnership agreement with the Bank.
- i. Satisfy product quality and delivery timelines in line with conditions agreed with the Bank.
- j. To bring with it, its general pool of clients.
- k. Guarantee availability of products and services during the duration of the agreement.
- l. Provision of customer support and after sales service, independent of the Bank.
- m. Offer warranties covering potential defects in materials or workmanship and manage warrant claims in agreed timelines.
- n. Must possess a clean brand reputation and be committed to upholding the highest professional and ethical standards of business.
- o. Partake in co-marketing and co-branding activities as may be agreed with the Bank from time to time in formal marketing engagements.

5. TERMS AND CONDITIONS OF ENGAGEMENT

- a. Prospective commercial partner will be required to operate a transactional Corporate Account with the Bank through which all transactions must happen.
- b. Prospective borrowers under this facility shall open bank accounts (for loan processing) with the bank and make loan applications in their individual or institutional capacities.
- c. Documents to be submitted by loan applicants to POSB will include letters from the partner confirming availability of the selected asset within agreed timelines.
- d. A commercial agreement supported by operational process flows for an initial duration of 24 months will be entered with the partner.

Clarification of the expression of interest document may be requested in writing by any prospective commercial partner up to 31 March 2025 and should be sent to procurement@POSB.co.zw

The proposals shall be submitted electronically.

The Bank reserves the right to extend the submission deadline but will notify all potential partners who have collected the expression of interest documents of the amended submission deadline.

Date of **02 April 2025** Deadline Time: **10.00 hrs**
deadline:

Submission procurement@POSB.co.zw
address:

Means of **Electronically through email**
acceptance:

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