



PEOPLES OWN SAVINGS BANK OF ZIMBABWE (POSB)

**STANDARD BIDDING DOCUMENT
FOR THE PROVISION OF FURNITURE MAINTENANCE AND REPAIRS USING FRAMEWORK
AGREEMENTS AND SUBSEQUENT CALL-OFF CONTRACTS.**

18 April 2025

**Standard Bidding Document for
the Procurement of Non-
Consultancy Services for the
Provision of Maintenance and
Repairs of Furniture using
Framework Agreements and
subsequent Call-Off Contracts.**

**Procurement Reference No:
POSB-FRAM 33-2025**

Procuring Entity: POSB

Date of Issue: 18 April 2025

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This Standard Bidding Document (SBD) has been prepared with a view to forming three (3) years Framework Agreements (FA) for the **provision of maintenance and repairs of furniture for POSB** with more service providers operating in Zimbabwe and registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) with second-stage competition.

All stages of the procurement up to the award of the framework agreement, the contracts to be concluded under it (*call-offs*) and the performance of both shall be governed by the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (No. 5/2017), hereinafter referred to as the "Act" or "PPDPA Act", and the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018, as amended) hereinafter referred to as the "Regulations", as well as other applicable legislation of Zimbabwe.

The framework agreement will be formed through competitive bidding organized for this purpose, according to section 30(3) (a) of the PPDPA Act. All contracts based on the framework agreement shall be awarded in accordance with the procedures set forth in the framework agreement, in accordance with section 30(3) (b) of the PPDPA Act.

PART 1: BIDDING PROCEDURES

References

The definitions used in the Public Procurement and Disposal of Public Assets Act [Chapter] ("the Act"), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) ("the Regulations") and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders. [Procurement Reference Number: POSB FRAM 34-2025](#)

Preparation of Bids

You are requested to bid for the items described in the Statement of Requirements below, by completing and returning the following documentation.

1. Fully signed Bid Submission Sheet
3. Company profile containing company registration documents.
4. Bid Securing Declaration in the format provided.
5. Proof of current registration with the Procurement Regulatory Authority of Zimbabwe in the relevant category for Aircons maintenance and repair services
6. Valid Tax clearance Certificate (ITF 263)
7. Valid NSSA Compliance certificate.
8. Three written references from previous or current corporate customers where services of the similar nature have been or are being provided from corporates, public entities, banks, or blue-chip entities
9. Proof of membership of NEC.

10. Payment of SPOC Administration fee (**ZW\$350**), payable by bidders subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations.

Bank Details

This account is for Registrations, Bid Establishment Fees, Training, Fees, and Admin Fees (Contract, SPOC & Other Admin Fees)	Non-Refundable (ZWL) This account is for Registrations, Bid Establishment Fees, Training Fees, and Admin Fees (Contract, SPOC & Other Admin Fees)
United States Dollar (USD) only Bank: CBZ Currency: United States Dollar (USD) Account Number: 10721064850108 Branch Sort Code: 6101 Swift Code: COBZZWHAXXX	ZIM Dollar (ZWL) only Bank: CBZ Currency: ZIM DOLLAR (ZWL) Account Number: 10721064850020 Branch Sort Code: 6101 Swift Code: COBZZWHAXXX

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. 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.

Lots and Packages

This tender is not divided into lots or packages.

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 requirements are 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 can be obtained through electronic government procurement system ([egp.https: egp.praz.org.zw](https://egp.praz.org.zw)) up to 12 May 2025 during office hours.

Pre-bid meeting

N/A

Services to be performed, location(s), and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, the times of performance the manpower, equipment, and other resources required, and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan, and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan, and Schedule in this Part other standards of quality, if it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore:

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.
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; and
7. 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.

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources, and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

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 at least Sixty (60) days from the deadline for the submission of bids.

Submission of Bids

Bids must be submitted online through the egp system, 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 the submission of their bid that has the correct details of the Bidder and the number of the Bid.

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:	[21/05/2025]	Deadline Time:	
		[10:00 CAT]	
Submission address:	[Online on the E-GP system portal (https://egp.praz.org.zw)		
Means of acceptance:	Electronic bid		

Bid opening

The opening of bids 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 in the Price Schedule included in Part 2: Statement of Requirements.

Bid Security

The Bidder must include A "Bid-Securing Declaration" using the form included in Part 2.

Any Bid not accompanied by a **Bid Securing Declaration** will be rejected by the Procuring Entity as non-responsive.

Bid- Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration must be in the names of all intended partners.

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 Regulation, and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their 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 Bids. **The Authority shall conclude the FAs with all bidders substantially responsive to the requirements of this bidding document.**

Bids failing any stage will be eliminated and not considered in subsequent stages.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts.

Currency

Tenders should be priced in United States Dollars. **Payments shall be made in ZWL after contract performance.** The bidder should note that the bid price is not going to be used for contract purposes since there shall be a secondary procurement process in line with the actual services to be performed i.e., minor, interim, or major service

Award of Contract

The lowest evaluated bid, after the 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 the 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 Bid or to cancel the procurement process and reject all Bids at any time prior to contract award.

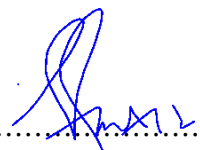
Corrupt Practices

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 an 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 has 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 debarment and other sanctions under section 74 (1) of the Regulations; and
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.



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GARAINASHE CHANGUNDA

CHIEF EXECUTIVE OFFICER

Signed on 20/01/2025

Open/Closed Process

This Framework Agreement is a closed Agreement. The Bank shall conclude the FAs with all compliant bidders.

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 Price Schedule and Statement of Methodology, Work Plan, and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan, and Schedule, otherwise, you commit to complying fully with these Requirements.

Ensure that your Bid is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorized, 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 should 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 perform the services listed in the Statement of Requirements to the indicated specifications and standards, 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 Authorized By:

Signature

Name:

Position:
.....

Date:(DD/MM/YY
)

Authorised for and on behalf of:

Company

Address:

.....

List of Services 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
1	2-Seater Customer waiting chairs <ul style="list-style-type: none">• New form on seat• New form on back• Paint frame• Reupholster in black fabric		each		
2	3-Seater Customer waiting chairs <ul style="list-style-type: none">• New form on seat• New form on back• Paint frame• Reupholster in black fabric		each		
3	4-Seater Customer waiting chairs <ul style="list-style-type: none">• New form on seat• New form on back• Paint frame• Reupholster in black fabric		Each		
4	Executive Leather High back chairs <ul style="list-style-type: none">• New gas lift• New form on seat• New form on back• Replace seat• Secure arms• Replace arms• Reupholster arms in black leather		Each		
5	High back swivel chairs <ul style="list-style-type: none">• New form on seat• New form on back		Each		

	<ul style="list-style-type: none"> • New seat • New back rest • New gas lift • New mechanism • Upholster in black fabric 				
6	Reception counter <ul style="list-style-type: none"> • Trim height 		each		
7	L - shaped desk <ul style="list-style-type: none"> • Reassemble • New ball bearings • Repair drawers • Polishing and vanishing 		each		
8	6 Drawer desk <ul style="list-style-type: none"> • Re-assemble • New ball bearings • Repair drawers 		each		
9	3 Drawer desk <ul style="list-style-type: none"> • Re-assemble • New ball bearings • Repair drawers 		Each		
10	Kitchen cupboard <ul style="list-style-type: none"> • Repair 		Each		
				Other additional costs	
				VAT	
				Total	

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

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

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:	
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Date:[date (in day, month and year format)]

Bidder's Reference Number:	
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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.

Signed	Name:
	...
In capacity of:	Date:(DD/MM/Y Y)
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 partners to the Joint Venture that submits the Bid.}

Part 2: STATEMENT OF REQUIREMENTS

The following specific requirements for the Non-Consulting Services to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

Subject	Requirement
Services to be performed	Provision of Furniture maintenance and repairs using framework agreements.
Location(s)	All POSB Branches countrywide
Time of performance	Weekdays
Duration of contract	Three years
Manpower	Standard Workshop equipped with a minimum of: Qualified class 1 technicians with a minimum of 5 years' experience in the related industry (attach CVs and proof of qualifications).
Equipment	Fully equipped workshop. <i>The committee shall visit to inspect and confirm. Unsatisfactory report leads to automatic disqualification.</i>
Premises	Safe operating premises rented/owned
Other requirements	Supply and fit genuine or approved after-market parts as recommended by the original furniture manufacturer

SCHEDULE OF FURNITURE TO BE MAINTAINED OR REPAIRED

DESCRIPTION OF FURNITURE TO BE REPAIRED

2-Seater Customer waiting chairs

- New form on seat and back
- Paint frame
- Reupholster in black fabric

3-Seater Customer waiting chairs

- New form on seat and back
- Paint frame
- Reupholster in black fabric

4-Seater Customer waiting chairs

- New form on seat and back
- Paint frame

- Reupholster in black fabric

Executive Leather High back chairs

- New gas lift
- New form
- Secure arms
- Reupholster arms in black leather

Teller stools

- New form on seat and back
- New gas lift
- New mechanism
- Reupholster in black fabric

Visitors' chairs

- New form on seat and back
- Paint frame
- Secure arms
- Upholster in black fabric

High back swivel chairs

- New form on seat and back
- New seat
- New back rest
- New gas lift
- New mechanism
- Upholster in black fabric

Reception counter

- Trim height

L shaped desk

- Reassemble
- New ball bearings
- Repair drawers
- Polishing and vanishing

6 Drawer desk

- Reassemble
- New ball bearings
- Repair drawers

3 Drawer desk

- Reassemble
- New ball bearings
- Repair drawers

Kitchen cupboard

- Repair

Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorized representative of the Procuring Entity following Notification of Contract Award.}

Procurement Reference:-

THIS CONTRACT AGREEMENT is made the *[insert date]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]*
(hereinafter called "the Procuring Entity"), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Services, viz., *[insert brief description of Services]* and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively 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) Schedule of Requirements;
 - (e) The Contractor's Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and Schedule;
 - (f) The Procuring Entity's Notification of Contract Award; (g) *[Add here any other document(s)]*.

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.
4. In consideration for 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 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 for the performance of the 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>

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority's website) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number:

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

GCC reference	Special Conditions
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GCC 3.6 and 8.1	Authorised representatives: <ol style="list-style-type: none"> 1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>. 2. The authorised representative of the Contractor is {names and contact details, including address for delivery of notices}.
GCC 7.4	Ineligible countries: Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. <i>[State none if no countries ineligible.]</i>
GCC 18.1	Liquidated damages: The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply]</i> .
GCC 19.1	Commencement of Services: The date or period of time for commencement of services is <i>[state date or period of time]</i> .
GCC 20.1	Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is <i>[state date or period of time]</i> .
GCC 22.2	Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i> .
GCC 22.3	Payment schedule: The terms of payment shall be <i>[State:</i> <ol style="list-style-type: none"> i. For regularly performed services: the specified period (usually one calendar month) for which payment will be made for the total amount of Services performed during that period; ii. For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]
GCC 23.1	Price adjustment: <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i>
GCC 24.2	Payment procedure: <i>[State any other documentation that must accompany the Contractor's invoice.]</i>
GCC 28.1	Insurance to be taken out by the Contractor:
GCC reference	Special Conditions

	<p>[The risks and the coverage shall be as follows:</p> <ul style="list-style-type: none"> (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of <i>[insert amount and currency]</i>; (b) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>; (c) professional liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>; (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and (e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract. <p style="text-align: right;">[Note: Delete what is not applicable].</p>
GCC 30.1	<p>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 is \$ <i>[State applicable Fee or delete]</i>.</p>
GCC 35.1	<p>Performance Security: <i>[State whether a Performance Security is required and, if so, the amount and form of such security, which must not exceed ten (10) percent of the Contract value.]</i></p>