

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED EAGLE
FORCE LAUNCH STAFF REGALIA**

PROCUREMENT REFERENCE NO: POSB 187-2025

PART 1 BIDDING PROCEDURES



Simply Possible

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DATE OF ISSUE	03 JULY 2025
CLOSING DATE	11 JULY 2025
CLOSING TIME	1000 HOURS

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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 the Bidder.

Procurement Reference Number: POSB 187/2025

Background

The People's Own Savings Bank (POSB) is currently undergoing a comprehensive Transformation Strategic Project (TSP) journey aimed at enhancing its competitiveness, operational efficiency, and customer-centric service delivery. This transformation is a key pillar in aligning the Bank with modern banking standards and evolving market demands.

As part of this journey, POSB is set to unveil a new corporate brand that reflects its renewed vision, values, and commitment to excellence. The brand refresh marks a significant milestone in the Bank's evolution, symbolizing innovation, inclusivity, and a forward-looking posture.

To support and promote the successful rollout of this new identity, the Bank seeks to procure staff regalia that will visibly reflect and reinforce the new brand. The branded regalia will be a key component in fostering internal brand alignment, enhancing staff visibility, and creating a consistent and professional image to clients and stakeholders across all service points.

This Request for Quotation document, therefore, invites qualified and experienced suppliers to submit proposals for the supply and delivery of high-quality branded staff regalia in line with POSB's new brand specifications and quality standards.

Preparation of Bids

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

1. Fully signed Bid Submission Sheet in this Part.
 2. Supplier Registration number showing that you are registered for the right category with the Procurement Regulatory Authority of Zimbabwe.
 3. The Completed Statement of Requirements in Part 2.
 4. A Bid Security of **\$500** United States Dollars or local currency equivalent, in the form of Bank Guarantee from a Registered Commercial Bank or Bank Deposit to PRAZ.
 5. Samples for items are a **mandatory requirement**.
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6. The bidder **MUST** attach the following **MANDATORY** documents
- a. Legal Documents - Certificate of Incorporation.
 - b. CR14 Form (list of directors), 2024.
 - c. Valid Tax clearance certificate.
 - d. Valid VAT Certificate
 - e. Detailed Company Profile.
 - f. 3 Reference letters from previous customers indicating supplies of the same nature, dated no more than 3 years ago
 - g. Valid NSSA Clearance Certificate for local companies
 - h. **The past performance of a previously engaged bidder will be used to determine eligibility of a bidder. For avoidance of doubt, a bidder with an outstanding order or cancelled order due to nonperformance or deviation from specifications, will automatically be disqualified.**

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 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

The bidder is not allowed to 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 the Bidder before 09 July 2025 1400hrs and should be sent to the Procurement Management Unit, through this email egp portal or: procurement@posb.co.zw to the attention of Hamunyari Madziwana or Gibson Sibanda.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **90 (Ninety days)** days from the deadline for the submission of this bid.

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Submission of Bids

- a) Bids must be submitted electronically through the e-Government Procurement (e-GP) system which can be accessed through the website egp.praz.org.zw. Bidders are advised to familiarize themselves with the eGP System. Physical bids will **NOT be accepted.**

- b) Late bids cannot be submitted. 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.

1.1.1. Submission deadline and acceptance mode

Date of deadline: **11 July 2025, Deadline Time: 1000hrs**

Means of acceptance: **Bids are to be submitted electronically through the e-GP system egp.praz.org.zw**

Bid opening

Bids opening shall be done online by the Procuring Entity. The bid opening report shall be sent to the participating bidders.

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. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods

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- (i) the price of the Goods and the cost of delivery to the final 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 destination), whenever such Related Services are specified in the Schedule of Requirements:
- the price of each item comprising the Related Services (inclusive of any applicable taxes).

Bid Security

The bidder must attach their refundable bid security of **US\$500.00** valid for 90 days in line with Section 26 of the Statutory instrument 5 of 2018 (General Regulations of Public Procurement and Disposal of Public Assets and updated through S.I.193 OF 2022).

The bid security shall be payable using any one of the following options: -

1. In the form of Bank Guarantee from a **Commercial Registered Bank**.
2. Certified Bank Cheque
3. A Cash deposit of **US\$500,00** payable direct to the Procurement Regulatory Authority of Zimbabwe (PRAZ)

If the third option is chosen, bidders must submit proof of payment of non-refundable bid bond establishment fee in terms of section 90 part IV of Statutory Instrument 5 of 2018. The amount payable to PRAZ as non – refundable cash bid bond establishment fee is US\$200,00 or its equivalence in ZWG\$.

Any Bid not accompanied by a Bid Security, will be rejected by the Procuring Entity as non-responsive.

The Bid Security 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 bond Security or Bid-Securing Declaration must be in the names of all intended partners.

Delivery Requirements

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The delivery period required (from the date of contract signing) and the destination for delivery are as indicated in the Delivery Schedule in Part 2.

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. In quoting prices, Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (c) For Goods
 - (vi) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (vii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
 - (viii) Any other applicable import taxes;
 - (ix) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included.
 - (x) any rebate or mark-up of the local agent or representative.
- (d) for Related Services, (other than inland transportation and other services required to convey the Goods to their destination), whenever such Related Services are specified in the Schedule of Requirements:
 - i. 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 the Bidder 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.

Failing any stage of the evaluation process will lead to automatic disqualification and the bid will not be considered for subsequent stages.

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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 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.

Participation in this bidding procedure is restricted to *Zimbabwean* bidders only.

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. This requirement **will not be subject to this review**.

Evaluation criteria

The 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 in section 28 of the Regulations.

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: Time is of essence for this tender hence bidders are encouraged to input their best lead time.**
- (b) Bidders are required to provide technical Specifications detailing the minimum specification of the goods tendered.

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- (c) **Samples of clothing materials** form part of the technical evaluation criteria. Suppliers are allowed to provide more than 1 sample per line item to provide the bank with choices.
- (d) The 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 in section 28 of the Regulations.

Origin of Goods

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

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.

Bid Currency:

Bids should be priced in United States Dollars (US\$)

Payment Currency:

Payment will be processed in United States Dollars

Lot Limitation

The Bank reserves the right to limit the number of Lots to a maximum of two Lots per Bidder. However, the Bank also reserves the right to cancel the Lot limitation where it feels there is value for money to be obtained by awarding more than 2 Lots to 1 bidder.

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.

Contract Administration Fee

A contract administration fee may be applicable in terms of Part VI of the PPDP Regulations S. 1193 of 2022.

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Right to Reject

The Procuring Entity reserves the right to accept or reject any Bid or to cancel the procurement process at any time prior to the 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.

Checklist/Summary of payments

	PAYMENT DESCRIPTION	LOCAL BIDDER
1.	Non-Refundable Annual PRAZ Registration Fee (paid before participation in tender attach proof of payment with submission)	120.00
2.	Refundable Bid security (paid before submission of tender attach proof of payment with submission)	500.00
	Non-refundable Establishment Fee (paid before submission of tender if Bid security is paid through a Cash deposit to PRAZ)	200.00
3.	Non-Refundable Contract admin fee (paid to PRAZ after award of contract)	As per Part VI of S.I 193 of 2022

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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G Changunda Signature Date

Chief Executive Officer

Company Stamp

Signed on 2 Jul 2025, 10:00 AM CAT

Bid Submission Sheet

{Note to the Bidder: 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.

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.

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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

TECHNICAL SPECIFICATION AND COMPLIANCE SHEET STATEMENT OF REQUIREMENTS

People's Own Savings Bank invites qualified bidders for the supply and delivery of Staff Regalia. The following specific requirements 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

[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)]

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.**

a	b	c
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
1.	JACKET - SFJ Navy jacket · Description: wind breaker, puffer long-sleeved jacket, sealed full zip, sealed pockets and interior pockets. · Material: Soft velvet · Cuts: separate ladies' and men's cuts · Colour – navy blue with neon orange zip strings · Branding – Digital Transfer Clothing, Silicone print, embroidery or raised embroidery of a logo consisting of an emblem and text, in full colour on 2 positions, the orange part of the logo to match the exact shade of the neon range zipper strings	
2.	CAP - Performance Pro Cap. · Description: 100% polyester, 6-panel structure, laser-cut side panels, Adjustable metal clip closure or Velcro, perforated back panels or solid back panels. · Colour – navy blue · Branding – raised embroidery of a logo consisting of an emblem and text, in full colour on 2 positions	

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a	b	c
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
3.	Kooshty Big Kahuna Luxe Stainless Steel Vacuum Mug - 1.2 Litre <ul style="list-style-type: none"> · CODE: DR-KS-280-B · Colour – navy blue · Branding – Digital Transfer, Engraving of a logo consisting of an emblem and text, in full colour on 2 positions 	
4.	GOLF SHIRT <ul style="list-style-type: none"> · Description: Polo design, Ribbed Collar and Carfs, Plain buttons clip type, Hidden button and one outer button · Material: Poly twirl 80% with 20% spandex, Visible perforate, Seamless, Single jersey design, Stretch material · Code - CMS- 398 · Colour – navy blue · Branding – Digital Transfer Clothing, Silicone print, embroidery or raised embroidery of a logo consisting of an emblem and text, in full colour on 2 positions 	
5.	CUSTOM-MADE TSHIRT <ul style="list-style-type: none"> · Description: three variations of V, U and round neck t-shirts. 100% High-Density Polyester (180–200 GSM). Superior-grade, tightly woven micro-polyester fibres. Soft, breathable, and lightweight with excellent moisture-wicking properties for all-day comfort. Anti-pilling treatment to maintain fabric integrity after multiple washes. Brilliant white (Optic White) – specifically designed to enhance the vibrancy and sharpness of sublimation prints. Uniform dye absorption ensures rich, long-lasting colour transfer without fading. · Fit: Classic Unisex Fit — suitable for both men and women, Available in various sizes (XS to 3XL) to accommodate all body types. Side-seamed construction to retain shape and offer a flattering silhouette. 	

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a	b	c
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
	<ul style="list-style-type: none">· Features: double needle stitching on sleeves and hem for enhanced durability. Tear-away label for comfort and easy rebranding. Pre-shrunk to minimize post-wash size changes. Smooth and wrinkle-resistant surface ideal for detailed, high-resolution sublimation prints.· Printing Compatibility: Specifically engineered for full-surface sublimation printing (front, back, sleeves). Absorbs sublimation ink evenly for crisp images and vibrant colors. Heat and pressure stable — resists distortion during the transfer process.· Branding – sublimation and raised puff print, full wrap	

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PART 2 STATEMENT OF REQUIREMENTS

List of Services and Price Schedule

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

Currency of Quotation/Contract: USD

People's Own Savings Bank invites interested branded Staff Regalia.

Item No¹	Description of Services	Unit of measure	Input Quantity	Unit Rate	Total Price²	Delivery period
1.	Jacket - SFJ Navy Jacket	each	650			
2.	Cap - Performance Pro Cap.	each	650			
3.	Kooshty Big Kahuna Luxe Stainless Steel Vacuum Mug - 1.2 Litre	each	150			
4.	Golf Shirt	each	650			
5.	Custom-Made Tshirt	each	650			
				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.

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

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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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}.

Item No	Description of Goods	UOM	Qty	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
1.	Jacket - SFJ Navy Jacket	each	650	7 days from issuance of Purchase order	
2.	Cap - Performance Pro Cap.	each	650	7 days from issuance of Purchase order	
3.	Kooshty Big Kahuna Luxe Stainless Steel Vacuum Mug - 1.2 Litre	each	150	7 days from issuance of Purchase order	
4.	Golf Shirt	each	650	7 days from issuance of Purchase order	
5.	Custom-Made Tshirt	each	650	7 days from issuance of Purchase order	

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 the final destination: *POSB Causeway Building*

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PART 3 CONTRACT

Bank Guarantee for Performance Security

[Delete page if no Performance Security is required in the SCC]

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

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