

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY, OF LAPTOPS AND TABLETS  
PROCUREMENT REFERENCE NO: POSB 02-2025 RETENDER**

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**BIDDING DOCUMENT**

**FOR THE**

**FOR THE SUPPLY AND DELIVERY OF LAPTOPS AND TABLETS**

**PROCUREMENT REFERENCE NO: POSB 02/2025 RETENDER**

**DATE OF ISSUE            26 SEPTEMBER 2025**

**CLOSING DATE            27 OCTOBER 2025**

**CLOSING TIME            1000 HOURS**

**PART 1: BIDDING PROCEDURES**  
**References:**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY, OF LAPTOPS AND TABLETS  
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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 02/2025 Retender 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. the Statement of Requirements in Part 2 showing manufacturer, country of origin a warranty period.
3. Relevant documents to show authorization as a dealer from **Manufacturer**.
4. Proof of payment of Bid Security of **\$1 400.00** in the format specified in this Part.
5. Supplier Registration showing that you are registered with the Procurement Regulatory Authority of Zimbabwe for the FY 2025 in the correct category. . 6. The bidder **MUST** attach the following **MANDATORY** documents
  - a. Certificate of Incorporation.
  - b. CR14 Form (list of directors), 2025.
  - c. Valid 2025 ITF 263 Tax clearance certificate.
  - d. Valid VAT Certificate
  - e. Detailed Company Profile.
  - f. **3 Reference letters from previous customers confirming that the bidder successfully delivered Laptops and Tablets**
  - g. Valid NSSA Clearance Certificate for local companies
  7. **Bidders with outstanding deliveries and/or who have failed to meet the agreed delivery target before, may not be eligible for consideration in this tender.**

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

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 20 October 2025 1400hrs and should be sent to the Procurement Management Unit, through **PRAZ egp portal** or to this email: [procurement@posb.co.zw](mailto:procurement@posb.co.zw) to the attention of Joslyn Masunda or Gibson Sibanda.

### **Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is **120 (One hundred and twenty)** days from the deadline for the submission of this bid.

### **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](http://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.

Submission deadline and acceptance mode

Date of deadline: **27 October 2025**, Deadline Time: **10:00hrs**

Means of acceptance: **Bids are to be submitted electronically through the e-GP system [egp.praz.org.zw](http://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
  - (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 final 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\$1 400.00 or its ZWG\$ equivalence valid for 120 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\$1400,00** or its equivalence in ZWG\$ 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 of bid bond establishment fee of **\$130.00** in terms of Part V of Statutory Instrument 5 of 193 of 2022.

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**

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.

### **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.

Evaluation of Technical Bids will include an assessment of the Bidder's technical capacity to mobilize key equipment and manpower which is substantially responsive to the Procuring Entity's Requirements.

### **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- for local bidders
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 open to all nationalities.

### **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 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) **Cost of major replacement components, mandatory spare parts, and service:** Bidders must state the unit prices for any high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.
- (c) **Technical evaluation.** The Bids will be examined to confirm that all terms, conditions, and requirements of the bidding document have been compiled with by the Bidder. The assessment of responsiveness shall be determined in accordance with the criteria in section 28 of the Regulations. Evaluation of Technical Bids will include an assessment of the Bidder's technical capacity to mobilize key equipment and manpower which is substantially responsive to the Procuring Entity's Requirements.

### **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

### **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 PPDA Regulations S. I. 193 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**

	<b>PAYMENT DESCRIPTION</b>	<b>LOCAL BIDDER</b>	<b>INTERNATIONAL BIDDER</b>
1.	Non-Refundable Annual PRAZ Registration Fee (paid before participation in tender attach proof of payment with submission)	120.00	N/A
2.	Refundable Bid security (paid before submission of tender attach proof of payment with submission)	1400.00	1400.00
	Non-refundable Establishment Fee (paid before submission of tender <b>if Bid security</b> is paid through a Cash deposit to PRAZ)	130.00	130.00
3.	Non-Refundable SPOC Admin fee (paid before submission of tender- attach proof of payment with submission)	N/A	N/A
4.	Non-Refundable Contract admin fee (paid after award of contract)	As per Part VI of S.I 193 of 2022	
5.	Refundable Performance Security (paid after award of contract)	10% Contract Value	

**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.*

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.

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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 Authorized by:**

<b>Signature</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY) <b>Authorized</b>
<b>for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY, OF LAPTOPS, DESKTOPS AND PRINTERS  
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**PART 2 STATEMENT OF REQUIREMENTS**

**PART 2: STATEMENT OF REQUIREMENTS**

People's Own Savings Bank invites qualified bidders for the Supply and Delivery of Laptops and Tablets. 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.

LOT #	Item Description	Unit of measure	Quantity	Manufacturer and Country of Origin <i>{to be provided by the Bidder}</i>	Letter of Authority /Dealership license from Manufacturer <i>{to be provided by the Bidder}</i>
1	Laptops for Executives	Each	15		
2	Tablets	Each	102		

**Declaration by the Accounting Officer**

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

G Changunda ..... Signature  ..... Date .....

**Chief Executive Officer**

Signed on 25 Sep 2025, 4:02 PM CAT

**PART 2 STATEMENT OF REQUIREMENTS**

**Technical Specification and Compliance Sheet**

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>Lot</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
<b>1</b>	<b>Laptops for executives</b>	

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**PART 2 STATEMENT OF REQUIREMENTS**

	<p><b>Chip</b></p> <p><b>Apple M4 chip</b></p> <ul style="list-style-type: none"> <li>• 10-core CPU with 4 performance cores efficiency cores</li> <li>• 10-core GPU</li> <li>• Hardware-accelerated ray tracing</li> <li>• 16-core Neural Engine</li> <li>• 120GB/s memory bandwidth <b>Media Engine</b></li> <li>• Hardware-accelerated H.264, HEVC, P and ProRes RAW</li> <li>• Video decode engine</li> <li>• Video encode engine</li> <li>• ProRes encode and decode engine</li> <li>• AV1 decode</li> </ul>	
	<p>Display</p> <p><b>Liquid Retina XDR display</b></p> <ul style="list-style-type: none"> <li>• 14.2-inch (diagonal) Liquid Retina XDR display 3024-by-1964 native resolution at 254 pixels per inch</li> </ul>	
	<p>Memory</p> <p>24GB unified memory</p>	

<b>a</b>	<b>b</b>	<b>c</b>
<b>Lot</b>	<p><i>Item description and full technical Specification required (including applicable standards)</i></p>	<p>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</p>
	<p><b>Battery and Power</b></p> <ul style="list-style-type: none"> <li>• Up to 24 hours video streaming</li> </ul>	

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<b>M4</b>	<ul style="list-style-type: none"> <li>Up to 16 hours wireless web</li> <li>72.4-watt-hour lithium polymer battery</li> <li>70W USB-C Power Adapter</li> <li>USB-C to MagSafe 3 Cable</li> <li>Fast-charge capable with 96W USB-C Power Adapter</li> </ul>	
<b>Storage</b>	<b>1TB SSD</b>	
<b>Charging and Expansion</b>	<p><b>SDXC card slot HDMI port 3.5 mm headphone jack MagSafe 3 port M4</b></p> <p>Three Thunderbolt 4 (USB-C) ports with support for:</p> <ul style="list-style-type: none"> <li>Charging</li> <li>DisplayPort</li> <li>Thunderbolt 4 (up to 40Gb/s)</li> <li>USB 4 (up to 40Gb/s)</li> </ul>	
<b>Display Support</b>	<p><b>M4 and M4 Pro</b></p> <p>Simultaneously supports full native resolution on the built-in display at 1 billion colors and:</p> <p>Up to two external displays with up to 6K resolution at 60Hz over Thunderbolt, or one external display with up to 6K resolution at 60Hz over Thunderbolt and one external display with up to 4K resolution at 144Hz over HDMI</p> <p>One external display supported at 8K resolution at 60Hz or one external display at 4K resolution at 240Hz over HDMI</p>	

<b>a</b>	<b>b</b>	<b>c</b>
<b>Lot</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by</b>

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		<b>Bidder and compliance of items to detail in column b}</b>
<b>Video Playback</b>	Supported formats include HEVC, H.264, AV1, ProRes HDR with Dolby Vision, HDR10+/HDR10, and	, and HLG
<b>Audio Playback</b>	Supported formats include AAC, MP3, Apple Lossless, FLAC, Dolby Digital, Dolby Digital Plus, and Dolby Atmos	ht
<b>Keyboard and Trackpad</b>	<b>Backlit Magic Keyboard with:</b> 78 (U.S.) or 79 (ISO) keys including 12 full-height function keys and 4 arrow keys in an inverted arrangement Touch ID Ambient light sensor Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing, and Multi-Touch gestures	d-T and cks, ulti-
<b>Wireless</b>	<b>Wi-Fi</b> Wi-Fi 6E (802.11ax) <sup>8</sup> <b>Bluetooth</b> Bluetooth 5.3	
<b>Camera</b>	12MP Center Stage camera with support for View 1080p HD video recording Advanced image signal processor computational video	Desk with

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<b>a</b>	<b>b</b>	<b>c</b>										
<b>Lot</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	{ <b>Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b> }										
	<table border="1"> <tr> <td data-bbox="363 842 512 981"><b>Aud io</b></td> <td data-bbox="512 842 1217 981">High-fidelity six-speaker sound system with cancelling woofers Wide stereo sound</td> </tr> <tr> <td data-bbox="363 981 512 1319"><b>Op erating Req uire ments</b></td> <td data-bbox="512 981 1217 1319"><b>Line voltage:</b> 100V to 240V AC <b>Frequency:</b> 50Hz to 60Hz <b>Operating temperature:</b> 50° to 95° F (10° to 35° C)</td> </tr> <tr> <td data-bbox="363 1319 512 1541"><b>Size and Wei ght</b></td> <td data-bbox="512 1319 1217 1541"><b>Height:</b> 0.61 inch (1.55 cm) <b>Width:</b> 12.31 inches (31.26 cm) <b>Depth:</b> 8.71 inches (22.12 cm) <b>Weight (M4):</b> 3.4 pounds (1.55 kg)</td> </tr> <tr> <td data-bbox="363 1541 512 1800"><b>Op erating Syst em</b></td> <td data-bbox="512 1541 1217 1800">macOS</td> </tr> <tr> <td data-bbox="363 1800 512 1984">Car ry Cas e</td> <td data-bbox="512 1800 1217 1984">Satchel</td> </tr> </table>	<b>Aud io</b>	High-fidelity six-speaker sound system with cancelling woofers Wide stereo sound	<b>Op erating Req uire ments</b>	<b>Line voltage:</b> 100V to 240V AC <b>Frequency:</b> 50Hz to 60Hz <b>Operating temperature:</b> 50° to 95° F (10° to 35° C)	<b>Size and Wei ght</b>	<b>Height:</b> 0.61 inch (1.55 cm) <b>Width:</b> 12.31 inches (31.26 cm) <b>Depth:</b> 8.71 inches (22.12 cm) <b>Weight (M4):</b> 3.4 pounds (1.55 kg)	<b>Op erating Syst em</b>	macOS	Car ry Cas e	Satchel	force
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**PART 2 STATEMENT OF REQUIREMENTS**

<p><b>6.</b></p>	<p><b>Business development and Agency Banking tablets</b></p> <p><b>Technology</b> GSM / HSPA / LTE</p> <p><b>Dimensions</b> 211 x 124.7 x 8 mm (8.31 x 4.91 x 0.31 in)</p> <p><b>Weight</b></p>	
<p><b>a</b></p>	<p><b>b</b></p>	<p><b>c</b></p>
<p><b>Lot</b></p>	<p><i>Item description and full technical Specification required (including applicable standards)</i></p>	<p>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</p>

**PART 2 STATEMENT OF REQUIREMENTS**

	<p><b>332 g (11.71 lb)</b>  <b>SIM:</b> Nano-SIM  <b>Display Type:</b> TFT LCD  <b>Size:</b> 8.7 inches, 214.8 cm<sup>2</sup> (~81.7% screen-to-body ratio)  <b>Resolution:</b> 800 x 1340 pixels, 5:3 ratio (~179 ppi density)  <b>OS:</b> Android 13 upgradeable to Android 14 one UI 6.1  <b>Chipset:</b> Mediatek Helio G99 (6 nm)  <b>CPU:</b> Octa-core (2x2.2 GHz Cortex-A76 &amp; 6x2.0 GHz Cortex-A55)  <b>GPU:</b> Mali-G51 MC2  <b>Card slot:</b> microSDXC  <b>Internal:</b> 128GB 4GB RAM,  <b>Main Camera:</b> Single: 8 MP, AF  <b>Video 1080p@30fps Single 2 MP</b>  <b>Loudspeaker:</b> Yes, with stereo speakers 3.5mm jack Yes  <b>WLAN:</b> Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct  <b>Bluetooth:</b> 5.3, A2DP, LE  <b>Positioning:</b> GPS GLONASS, BDS  <b>USB:</b> USB Type-C 2.0,  <b>Sensors:</b> Accelerometer  <b>Battery Type:</b> Li-Po 5100 mAh,  <b>Colors:</b> Silver, Navy  <b>Models:</b> SM-X110, SM-X115</p>	
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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.**

**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 and qualified bidders for the supply and delivery of laptops and tablets

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**PART 2 STATEMENT OF REQUIREMENTS**

<b>LOT</b>	<b>Description of Services</b>	<b>Unit of measure</b>	<b>Input Quantity</b>	<b>Unit Rate</b>	<b>Total Price<sup>2</sup></b>	<b>Delivery period</b>
3	Laptops for executives	Each	15			
<b>Other additional costs if any</b>						
<b>VAT</b>						
<b>Total</b>						

<b>LOT</b>	<b>Description of Services</b>	<b>Unit of measure</b>	<b>Input Quantity</b>	<b>Unit Rate</b>	<b>Total Price<sup>2</sup></b>	<b>Delivery period</b>
2	<b>Tablets</b>	Each	102			
<b>Other additional costs if any</b>						
<b>VAT</b>						
<b>Total</b>						

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.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY, OF LAPTOPS, DESKTOPS AND PRINTERS  
PROCUREMENT REFERENCE NO: POSB 02-2025**

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**PART 2 STATEMENT OF REQUIREMENTS**

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

**Delivery Schedule**

Name of Bidder:

Bidder's Reference Number:

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY, OF LAPTOPS, DESKTOPS AND PRINTERS  
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**PART 2 STATEMENT OF REQUIREMENTS**

*{Note to Bidders: If the delivery period offered, or any other details, differs from the requirements below, this should be stated in your tender}.*

Lot No	Description of Goods	Quantity	Unit of Measure	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>[Completed by Procuring Entity]</i> Delivery Duty paid (DDP)	<i>{to be provided by the Bidder}</i>
1.	Laptops for Executives	15	Each	Within 42 Days of issuance of Purchase Order DDP INCOTERM	
2.	Tablets	102	Each	Within 42 Days of issuance of Purchase Order DDP INCOTERM	

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 HEAD OFFICE CAUSEWAY BUILDING CNR 3<sup>RD</sup> AND CENTRAL AVENUE, HARARE*

## **Bank Guarantee for Performance Security**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY, OF LAPTOPS, DESKTOPS AND PRINTERS  
PROCUREMENT REFERENCE NO: POSB 02-2025**

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**PART 2 STATEMENT OF REQUIREMENTS**

*[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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