

**BIDDING DOCUMENT FOR INSTALLATION CONFIGURATION AND COMMISSIONING OF
5MBPS MPLS LINK AT SELECTED ZIMPOST SITES FOR OFF COUNTER MODEL
PROCUREMENT REFERENCE NUMBER: POSB2032025**



**BIDDING DOCUMENT FOR THE SUPPLY, INSTALLATION, CONFIGURATION AND
COMMISSIONING OF 5MBPS MPLS LINKS AT ZIMPOST SITES FOR THE OFF COUNTER
BUSINESS MODEL.**

PROCUREMENT REFERENCE NUMBER: POSB2032025

| | |
|----------------------|-------------------------|
| DATE OF ISSUE | 19 SEPTMBER 2025 |
| CLOSING DATE | 20 OCTOBER 2025 |
| CLOSING TIME | 1000 HOURS |

PART 1: BIDDING PROCEDURES

1.0 References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter22:23] 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.

1.1 Background

The People's Own Savings Bank (POSB) intends to Installation, configure and commission of 5mbps MPLS Links for Zimpost Off Counter Model offices. It is against this background that the bank invites suitable qualified and registered service providers to submit proposals for the Installation, configuration and commissioning of 5mbps MPLS Links for Zimpost Off Counter Model offices.

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1.2 Preparation of Bids

You are to provide the following documentation:

1. Fully completed Bid Submission Sheet in this Part.
2. Fully completed Statement of Requirements in Part 2.
3. A bid securing declaration in the format specified in this part.
4. At least 3 written references from customers indicating performance of a similar service in the past 12 months.
5. The bidder **MUST** attach the following **MANDATORY** documents
 - a. Certificate of Incorporation.
 - b. List of directors
 - c. Relevant PRAZ registration certificate
 - d. VAT Certificate
 - e. Valid Tax clearance certificate
 - f. Valid NSSA certificate for local bidders
 - g. Bidders must attach their proof of authorisation from Portraz confirming registration as a tier (1) one /class A internet access provider.
 - h. Detailed company profile.
 - i. Bids must remain valid for a period of at least 90 days from the bid closing date.

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.

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.

1.9. 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.

1.10. 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.

1.11. 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:

- (a) 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).

1.12. 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 the Goods 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, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

1.13. Bid Securing Declaration

Any bid not accompanied by a Bid Securing Declaration where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The 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-Securing Declaration must be in the names of all intended partners.

1.14. 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, and therefore in terms of the PPDPA SI 5 of 2018, 5th Schedule, Part IV, bidders are not required to pay SPOC Administration Fee upon submission of Bids.

1.15. 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 to determine the evaluated price of bid and due diligence
- Failing any stage of the evaluation process will lead to automatic disqualification and the bid will not be considered for subsequent stages.

1.16. 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.

1.17. 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 having business activities suspended and not be the subject of legal proceedings for any of these circumstances.
3. not have a conflict of interest in relation to this procurement requirement.
4. 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.
5. have the nationality of an eligible country as specified in the Special Conditions of Contract; and

1.18. Technical Criteria

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.

1.19. Bid Currency:

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

1.20. Payment Currency:

Payment will be processed in payment will be processed in local ZWG currency using the willing buyer willing seller mid-rate prevailing on the date of payment processing

1.21. 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

1.22. 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.

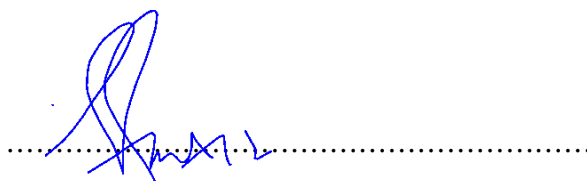
1.23. Corrupt Practices

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.

Declaration by the Accounting Officer

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



G Changunda

Chief Executive Officer

Signed on 18 Sep 2025, 3:54 PM 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 authorization 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 the power of attorney signed by their legally authorized representatives.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

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 Authorised by:

| | |
|---|------------------------------|
| Signature | Name: |
| Position: | Date:(DD/MM/YY) |
| Authorised for and on behalf of: | |
| Company | |
| Address: | |

**BIDDING DOCUMENT FOR INSTALLATION CONFIGURATION AND COMMISSIONING OF 5MBPS MPLS LINK AT SELECTED ZIMPOST SITES FOR OFF COUNTER MODEL
PROCUREMENT REFERENCE NUMBER: POSB2032025**

**PART 2: STATEMENT OF REQUIREMENTS
INSTALLATION CONFIGURATION AND COMMISSIONING OF 5MBPS MPLS LINK FOR
ZIMPOST FOR OFF COUNTER MODEL OFFICES**

1.0 INTRODUCTION

POSB (People's Own Savings Bank) invites qualified vendors for the Installation configuration and commissioning of 5mbps MPLS Links for Zimpost Off Counter Model. The scope of the licence and functions required include the following:

| No. | Counter offices and link | Quantity |
|-----|---|----------|
| 1. | ZIMPOST BULAWAYO -20.154468692765853, 28.58216179510023 | 1 |
| 2. | ZIMPOST CHEGUTU -18.134431922995194, 30.147281465388094 | 1 |
| 3. | ZIMPOST CHIMANIMANI -19.795960792149046, 32.87401871410118 | 1 |
| 4. | ZIMPOST HARARE -17.83068715301757, 31.04709176990992 | 1 |
| 5. | ZIMPOST HWANGE -18.320067543097284, 26.60064608421666 | 1 |
| 6. | ZIMPOST JERERA -20.468093644811102, 31.45211932135881 | 1 |
| 7. | ZIMPOST KADOMA -18.33564856791245, 29.911647247381477 | 1 |
| 8. | ZIMPOST KWEKWE -18.73315784256094, 29.88224353924517 | 1 |
| 9. | ZIMPOST LUPANE -18.930887871763513, 27.76378143708871 | 1 |
| 10. | ZIMPOST MAPISA -21.06427795977669, 28.459030227651247 | 1 |
| 11. | ZIMPOST MASVINGO -20.072246051833677, 30.83313257365304 | 1 |
| 12. | ZIMPOST MATAGA -20.846258886163056, 30.190796386465703 | 1 |
| 13. | ZIMPOST MPANDAWANA -19.635447052978055, 31.168141652676113 | 1 |
| 14. | Zimpost MUDZI -16.932146856364465, 32.67295580074771 | 1 |
| 15. | ZIMPOST MUTARE -18.97333373307833, 32.66636782206205 | 1 |
| 16. | ZIMPOST NGUNDU -20.801373407793676, 30.799333723950294 | 1 |
| 17. | ZIMPOST NHEDZIWA -19.5520114747513, 32.65283766199496 | 1 |

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| | | |
|-------|---|---|
| 18. 1 | ZIMPOST NORTON -17.871287086909046, 30.694766139228 | 1 |
| 19. | ZIMPOST NYANGA -18.230169833976568, 32.73741035607049 | 1 |
| 20. | ZIMPOST PLUMTREE -20.488461733100927, 27.806793433180566 | 1 |
| 21. | ZIMPOST RUTENGA -21.223957291662348, 30.420048263714307 | 1 |
| 22. | ZIMPOST SEKE -18.01573463425507, 31.106286806139117 | 1 |
| 23. | ZIMPOST ZENGEZA -17.998272141799887, 31.058385125175228 | 1 |
| 24. | ZIMPOST RAYLTON | 1 |
| 25. | ZIMPOST MACHIPISA | 1 |

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

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

Note 3 : Unit and total prices must be for delivery through to the final destination stated in part 1.

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:

Bidders 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 | Quantity | Physical Unit | Delivery Date Required by Procuring Entity an Applicable Incoterm | Bidders Delivery period |
|-----------------|--|-----------------|----------------------|--|------------------------------------|
| | | | | All goods to be DAP 30 days | To be Provide by the bidder |
| 1 | ZIMPOST BULAWAYO -20.154468692765853, 28.58216179510023 | 1 | Each | All goods to be DAP 30Days | |
| 2 | ZIMPOST CHEGUTU -18.134431922995194, 30.147281465388094 | 1 | Each | All goods to be DAP 30Days | |
| 3 | ZIMPOST CHIMANIMANI -19.795960792149046, 32.87401871410118 | 1 | Each | All goods to be DAP 30Days | |
| 4 | ZIMPOST HARARE -17.83068715301757, 31.04709176990992 | 1 | Each | All goods to be DAP 30Days | |
| 5 | ZIMPOST HWANGE -18.320067543097284, 26.60064608421666 | 1 | Each | All goods to be DAP 30Days | |
| 6 | ZIMPOST JERERA -20.468093644811102, 31.45211932135881 | 1 | Each | All goods to be DAP 30Days | |
| 7 | ZIMPOST KADOMA -18.33564856791245, 29.911647247381477 | 1 | Each | All goods to be DAP 30Days | |
| 8 | ZIMPOST KWEKWE -18.73315784256094, 29.88224353924517 | 1 | Each | All goods to be DAP 30Days | |
| 9 | ZIMPOST LUPANE -18.930887871763513, 27.76378143708871 | 1 | Each | All goods to be DAP 30Days | |

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| | | | | | |
|-----------|--|---|------|----------------------------------|--|
| 10 | ZIMPOST MAPISA -21.06427795977669, 28.459030227651247 | 1 | Each | All goods to be DAP 30Days | |
| 11 | ZIMPOST MASVINGO -20.072246051833677, 30.83313257365304 | 1 | Each | All goods to be DAP 30Days | |
| 12 | ZIMPOST MATAGA -20.846258886163056, 30.190796386465703 | 1 | Each | All goods to be DAP 30Days | |
| 13 | ZIMPOST MPANDAWANA -19.635447052978055, 31.168141652676113 | 1 | Each | All goods to be DAP 30Days | |
| 14 | Zimpost MUDZI -16.932146856364465, 32.67295580074771 | 1 | Each | All goods to be DAP 30Days | |
| 15 | ZIMPOST MUTARE -18.97333373307833, 32.66636782206205 | 1 | Each | All goods to be DAP 30Days | |
| 16 | ZIMPOST NGUNDU -20.801373407793676, 30.799333723950294 | 1 | Each | All goods to be DAP 30Days | |
| 17 | ZIMPOST NHEDZIWA -19.5520114747513, 32.65283766199496 | 1 | Each | All goods to be DAP 30Days | |
| 18 | ZIMPOST NORTON -17.871287086909046, 30.694766139228 | 1 | Each | All goods to be DAP 30Days | |
| 19 | ZIMPOST NYANGA -18.230169833976568, 32.73741035607049 | 1 | Each | All goods to be DAP 30Days | |
| 20 | ZIMPOST PLUMTREE -20.488461733100927, 27.806793433180566 | 1 | Each | All goods to be DAP 30Days | |
| 21 | ZIMPOST RUTENGA -21.223957291662348, 30.420048263714307 | 1 | Each | All goods to be DAP 30Days | |
| 22 | ZIMPOST SEKE -18.01573463425507, 31.106286806139117 | 1 | Each | All goods to be DAP 30Days | |
| 23 | ZIMPOST ZENGEZA -17.998272141799887, 31.058385125175228 | 1 | Each | All goods to be DAP 30Days | |
| 24 | ZIMPOST RAYLTON | 1 | Each | All goods to be DAP 30Days | |
| 25 | ZIMPOST MACHIPIISA | 1 | Each | All goods to be DAP 30Days | |

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The delivery period required is measured from the date of signing of the Contract between the procuring entity and the bidder.

The project site for delivery of the goods is the final destination: **PEOPLES OWN SAVINGS BANK , CAUSEWAY, HARARE**

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TECHNICAL SPECIFICATION AND COMPLIANCE SHEET

Name of Bidder:

Bidders Reference Number

The Goods and related services must comply with the following technical specifications and standards.

[Columns a and b are complete 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 specifications required (in Column b)]

| A | B | C |
|---------|--|--|
| Item No | Items description and full technical specification required (including applicable standards) | {Confirm full specification of items offered by bidder and compliance of items to detail in columns b) |
| 1. | ZIMPOST BULAWAYO -20.154468692765853, 28.58216179510023 | |
| 2. | ZIMPOST CHEGUTU -18.134431922995194, 30.147281465388094 | |
| 3. | ZIMPOST CHIMANIMANI -19.795960792149046, 32.87401871410118 | |
| 4. | ZIMPOST HARARE -17.83068715301757, 31.04709176990992 | |
| 5. | ZIMPOST HWANGE -18.320067543097284, 26.60064608421666 | |
| 6. | ZIMPOST JERERA -20.468093644811102, 31.45211932135881 | |
| 7. | ZIMPOST KADOMA -18.33564856791245, 29.911647247381477 | |
| 8. | ZIMPOST KWEKWE -18.73315784256094, 29.88224353924517 | |
| 9. | ZIMPOST LUPANE -18.930887871763513, 27.76378143708871 | |
| 10. | ZIMPOST MAPISA | |

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| | | |
|-----|--|--|
| | -21.06427795977669, 28.459030227651247 | |
| 11. | ZIMPOST MASVINGO -20.072246051833677, 30.83313257365304 | |
| 12. | ZIMPOST MATAGA -20.846258886163056, 30.190796386465703 | |
| 13. | ZIMPOST MPANDAWANA -19.635447052978055, 31.168141652676113 | |
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| 16. | ZIMPOST NGUNDU -20.801373407793676, 30.799333723950294 | |
| 17. | ZIMPOST NHEDZIWA -19.5520114747513, 32.65283766199496 | |
| 18. | ZIMPOST NORTON -17.871287086909046, 30.694766139228 | |
| 19. | ZIMPOST NYANGA -18.230169833976568, 32.73741035607049 | |
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| 21. | ZIMPOST RUTENGA -21.223957291662348, 30.420048263714307 | |
| 22. | ZIMPOST SEKE -18.01573463425507, 31.106286806139117 | |
| 23. | ZIMPOST ZENGEZA -17.998272141799887, 31.058385125175228 | |
| 24. | ZIMPOST RAYLTON | |
| 25. | ZIMPOST MACHIPISA | |

Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:

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

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 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, either when we receive 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/YY) Duly |
| authorized 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 the partners to the Joint Venture that submits the Bid.}