

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF MOBILE AUTOMATED  
TELLER MACHINES**

**PROCUREMENT REFERENCE NO: POSB EX 12 2025**

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**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF MOBILE AUTOMATED TELLER MACHINES**

**PROCUREMENT REFERENCE NO: POSB EX 12 2025**

**DATE OF ISSUE      05 SEPTEMBER 2025**

**CLOSING DATE      22 SEPTEMBER 2025**

**CLOSING TIME      1000 HOURS**

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## **PART 1: BIDDING PROCEDURES 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.

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### **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. Fully completed Bid-Securing Declaration
3. the fully completed Statement of Requirements in Part 2 showing manufacturer, country of origin a warranty period.
4. Relevant documents show authorization as a service provider from **Original Equipment Manufacturer (OEM) for Automatic Teller Machines.**
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
  - i Certificate of Incorporation.
  - ii CR14 Form (list of directors), 2025.
  - iii Valid 2025 ITF 263 Tax clearance certificate (for local partners).
  - iv Valid VAT Certificate (for local partners)
  - v Detailed Company Profile.
  - vi Valid NSSA Clearance Certificate for local companies
7. Three (3) trade Reference letters from previous customers confirming that the bidder successfully delivered, installed and provided satisfactory maintenance and support for the Mobile ATMs in the past 3 years.
8. **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.

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## **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 15 September 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 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: **22 September 2025**, Deadline Time: **1000hrs**

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.

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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**

This tender do not require bidders to pay Bid Security. Bidders are to attach a fully completed bid securing declaration form-template is provided in this RFP.

**Any Bid not accompanied by a fully completed Bid Securing Declaration 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.

**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:

- (i) 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;
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- (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

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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, and therefore in terms of the PPDP Act SI 5 of 2018, 5<sup>th</sup> Schedule, Part IV, bidders are not required to pay SPOC Administration Fee upon submission of Bids.

## **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. The Bank reserves the right to give preference to bidders with ex-stock units or shortest lead time. Failure to meet the delivery date as agreed in the contract will result in the Bank claiming liquidated damages without fail.
- (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 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.

## **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, and 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

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## Lot Limitation

This tender has no Lot limitations.

## 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. I. 193 of 2022.

## 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 USD	INTERNATIONAL BIDDER USD
1.	Non-Refundable Annual PRAZ Registration Fee (paid before participation in tender attach proof of payment with submission)	\$120.00	\$850.00
4.	Non-Refundable Contract admin fee (paid after award of contract)	As per Part VI of S.I 193 of 2022	As per Part VI of S.I 193 of 2022


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**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 2 Sep 2025, 6:14 AM CAT

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**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:  
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:**

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

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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 mobile Automated Teller Machines. 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	UOM	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.	Mobile ATMs	Each	2		

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PART 2 STATEMENT OF REQUIREMENTS**

**Technical Specification and Compliance Sheet**

Name of Bidder:

Bidder's Reference Number:

*Goods and Related Services must comply with following Technical Specifications and Standards:*

*[Columns a and b are completed by the Procuring Entity. Column d 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 d and determine whether this meets the minimum specification in column b. Bidders must complete column d or their tender will be rejected. Bidders are required to include product technical literature to positively support the details provided in column d.

**Award of Contract with respect to Column C**

Mandatory, desirable, and optional represent levels of importance or necessity for a requirement,

**Mandatory** being essential and non-negotiable, leading to automatic disqualification if not provided.

**Desirable** being highly beneficial but not critical, and

**Optional** being a "nice-to-have" that may or may not be included.

The method of award will be in terms of section 50(1)(b) of the PPDPA Act- to the bidder that offers the **most economically advantageous tender**.

Award of tender will be given to a bidder who meets **all** the **Mandatory Requirements**, has the **highest number** of **Desirables** and **Optional** and whose **BID PRICE** is **economically acceptable** to the **Bank**.

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**PART 2 STATEMENT OF REQUIREMENTS**

**Specification of requirements**

Required are cash dispensing ATMs that can perform the following core functionalities and have the following features:

<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>
<b>Lot</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>Mandatory /Desirable/ Optional</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
<b>Consumer interface</b>	Infinity Display – Supports multi-touch.15" or 19" brightened color LCD screen and button support.	Mandatory	
	Media Entry/Exit Indicators – Dynamic active customizable	Mandatory	
	Lighting – Task Lighting. Ambient light sensing	Mandatory	
	PIN Pad – Recessed Encrypting (Polycarbonate or stainless steel)	Mandatory	
	QWERTY Keyboard	Mandatory	
	Card Reader – EMV Ready (Dip, Motorized IMCRW)	Mandatory	
	Contactless – Integrated Reader via card, smartphone or smartwatch)	Mandatory	
	Audio – Public/Private. Enhanced speakers. Media Handling 2.0 technology	Mandatory	
	Dispense – Media Dispense Module: up to 60 note bunch,	Mandatory	
	2,800 notes per cassette* Up to 28,000 notes (2 x 5 high)	Mandatory	
	Deposit – Up to 100 mixed media bunch cash + check in a single transaction. Store up to 4,000 notes + 400 checks.	Mandatory	
	Deposit – Up to 200 notes per transaction.	Desirable	
	Store up to 2,300 notes per cassette (deposit).	Desirable	
	Enhanced note pre-acceptor and separator Printer options	Mandatory	
	Thermal Receipt/Journal Printer, options – Dual roll	Mandatory	
	Statement printer A4 (Optional)	Mandatory	
Receipt bin	Desirable		
<b>Security</b>	Privacy filter enabled display	Desirable	
	Cameras – 3rd party consumer camera and optional cash slot camera enabled	Mandatory	
	Strengthened Secure Shutter	Mandatory	

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	Integrated Skimming Protection Solution (SPS)	Mandatory	
	Safes – CEN I, CEN III, CEN III GasEx, CEN IV, CEN IV GasEx options.	Mandatory	
<b>Servicing</b>	Rear access	Mandatory	
	LCD Operator Panel – rear load only	Mandatory	
	State of health indicators across all modules	Mandatory	
<b>Operating platform</b>	PC Core with Intel® Core i5 or above with Intel vPro® technology or equivalent	Mandatory	
	8GB RAM – 240GB / 16GB / 32 GB RAM–480GB Solid State Hard Drive or equivalent	Mandatory	
	DVD-RW Drive	Mandatory	
<b>Software</b>	Microsoft Windows above Windows 10	Mandatory	
<b>Other requirements</b>	Instant check cashing	Desirable	
	Depositing multiple accounts in one transaction	Desirable	
	Card or Cardless authentication	Mandatory	
	Bill payments	Mandatory	
	Account to account transfers	Mandatory	
	Customer service inquiries	Mandatory	
	Remote Teller-driven new account opening	Desirable	
	Loan initiation	Desirable	
	Advice and assistance from a live person	Optional	
	Noise reducing microphone	Desirable	
<b>Additional features</b>	Barcode Reader – 2D Barcode supports 1D/2D documents	Desirable	
	e-Receipts to a mobile device	Mandatory	
	UPS (Uninterruptable Power Supply) Inbuilt	Mandatory	
	Page turning passbook	Desirable	
<b>Vehicle Specifications</b>	ATM housing with anti-tamper alarms and anti-skimming devices	Mandatory	
	Cash capacity aligned to peak demand remote cash level sensors	Mandatory	
	ABS brakes, airbags, stability control systems	Mandatory	
	Armored cash vault, ballistic glass, reinforced doors, GPS tracking, remote immobilization, CCTV with live monitoring	Mandatory	
	Heavy-duty chassis, 4x4 drive, extended fuel tank, onboard diesel generator, UPS backup (2+ hours), high ground clearance	Mandatory	
	4G/5G dual SIM routers, satellite backup (Starlink), secure firewall-protected network	Mandatory	
	Seating for 3, air conditioning, secure storage.	Mandatory	
	Floodlights for night operation if necessary	Mandatory	
	Meets ATM and cash-in-transit security guidelines	Mandatory	

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**PART 2 STATEMENT OF REQUIREMENTS**

<b>Other</b>	Specific project timetable for implementation and commissioning of solution (preferred within 60 days of contract award)	Mandatory	
	Local support with certified engineers in the hardware and software.	Mandatory	
	Train first-line support staff and ATM custodians.	Mandatory	
	Configuration and installation.	Mandatory	
	Availability of 24/7 and standby support	Mandatory	
	Time and material billing (including spares parts or support & maintenance licensing	Mandatory	
	Lead time for supply and all repairs.	Mandatory	
	Warranty and machine life conditions	Mandatory	

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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 and qualified bidders for the supply and delivery mobile ATMs

LOT	Description of Services	Unit of measure	Input Quantity	Preferred Incoterm	Unit Rate	Total Price <sup>2</sup>	Delivery period
1.	Mobile ATMs	Each	2	Delivery Duty paid (DDP) INCOTERM			
<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.

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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**PART 2 STATEMENT OF REQUIREMENTS**

**Delivery Schedule**

Name of Bidder:

Bidder's Reference Number:

*{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>	<i>{to be provided by the Bidder}</i>
1.	Mobile ATMs	2	Each	Within 16 Weeks of Contract Signing DDP	

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*