



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #HR22/10/25/156

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of recruitment services for engagement of the following jobs:

- **Senior Business Analyst x1**
- **E-Channels Support Analyst x 2**
- **E-Channels Developer x1**
- **Systems Developer x1**
- **Systems Analyst x1**
- **Systems Support Analyst x1**
- **E-Channels Specialist x1**
- **Graduate Trainee-ICT Stream x8**

SCOPE OF SERVICES OR TERMS OF REFERENCE
<ul style="list-style-type: none">➤ Recruitment services to facilitate engagement of the jobs above as follows:➤ Advertising➤ Shortlisting➤ Psychometric tests➤ Candidate profiling➤ Reference checks

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in local ZWG currency using the willing buyer willing seller mid-rate prevailing on the date of payment processing.

- Payment terms should be clearly stated and to be after delivery. POSB shall not consider demands for cash upfront unless an advance payment guarantee has been provided by the supplier.
- Validity period of quotation to be a minimum of 30 days.
- Bidders to state the project delivery timelines.

PREPARATION OF TECHNICAL PROPOSALS:

Technical proposals should contain the following documents and information:

1. Provide a brief methodology for performing the services indicating delivery timelines;
2. At least 3 (three) written references where similar services have been performed in the last 24 months.
3. CVs and **certified copies of certificates** of key staff;
4. A summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references- **POSB reserves the right to contact your previous clients independently.**
5. Attach copy of your certificate of registration demonstrating your registered supplier status;
6. Attach Certificate of Incorporation Certificate
7. Attach copy of the CR14 Form (list of directors);
8. Attach copy of your tax clearance certificate
9. Attach VAT registration certificate;
10. Attach copy of the Company Profile
11. Attach Proof of registration with the Procurement Regulatory Authority of Zimbabwe.
12. Attach Certified Certificates of all consultants of the firm
13. Provide evidence or capacity to conduct psychometric tests
14. Attach Industrial Psychologists Certificate
15. Attach a minimum of 5CVs per job

PREPARATION OF FINANCIAL PROPOSALS

Financial Proposal and Criteria:

- Bidders are requested to price their bids using a percentage rate applicable based on the basic annual salary for the job levels for all other services except psychometric tests.
- The agent with the selected CVs will be engaged as per their financial proposal.
- A minimum of 5 CVs per job.

- Psychometric tests should be priced as a total cost to the Bank - POSB

EVALUATION CRITERIA

Evaluation of Proposals:

The evaluation of proposals will use the Quality Based Selection evaluation methodology as detailed below:

Quality and Cost Based Selection (QCBS):

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation;
2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and

TECHNICAL EVALUATION CRITERIA:

Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Specific qualifications and experience in recruitment of Head of Agency.	15 points
<i>Undergraduate degree in social sciences, Post graduate qualification and professional affiliations, IPMZ or equivalent.</i>	
<i>10 years' experience in HR consultancy</i>	
Specific experience of 2 key personnel	10 points
<i>Undergraduate degree in social sciences and professional registration IPMZ or equivalent.</i>	
<i>3 years' experience in HR consultancy</i>	
Organisational Experience	10 points
<i>5 years' experience in HR consultancy</i>	
Capacity to conduct psychometric tests	15 points
Registered Industrial Psychologist	10 points
Gender Balance of key personnel	5 points
Delivery timelines on recruitment (demonstrate through methodology)	10 points
Experience in providing recruitment services for the banking sector	15 points
<i>3 references in the last 5 years (attach reference letters)</i>	
Online resources to recruit including viable Website	10 points

Total:

100 points

The minimum technical qualifying score required to pass the technical evaluation is 80 points.

Financial Criteria:

Only bidders meeting the minimum technical qualifying score of 80 points will be considered for the financial evaluation.

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 will be determined after opening of financial proposals hence when applicable, it will be handled in retrospect.

Currency:

Proposals must be priced in United States Dollars. The currency of evaluation will United States Dollars. Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe at <http://www.rbz.co.zw/> on the date of the submission deadline.

Payment Currency:

Payment will be made using the ZWG\$ using the prevailing foreign currency exchange RBZ midrate of the payment processing date.

Recommendation for Award:

The proposal with the highest technical score will be recommended for award of contract.

Award of contract:

Award of contract will be by placement of a contract in accordance with Part 3 of this Request For Proposals. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Consultants will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

SUBMISSION OF OFFERS/ QUOTATIONS

Bids must be submitted electronically through the e-Government Procurement (eGP) system which can be accessed through the website egp.praz.org.zw

For any clarifications needed please contact Gibson Sibanda through procurement@posb.co.zw

Posted date	22/10/2025
Closing date	31/10/2025 at 1130 hours