

BIDDING DOCUMENT FOR THE PROCUREMENT OF VEEAM SOFTWARE LICENSE

PROCUREMENT REFERENCE NO: POSB 01/2026

BIDDING DOCUMENT PROCUREMENT OF VEEAM SOFTWARE LICENSE

DATE OF ISSUE	16 JANUARY 2026
CLOSING DATE	2 FEBRUARY 2026
CLOSING TIME	11.00 HOURS



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PART 1: BIDDING PROCEDURES

1.0 BACKGROUND

A need arose within the Bank to add license for Veeam software licenses.

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1.1 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 sign Bid Submission Sheet in this Part.
2. Fully completed Statement of Requirements in Part 2.
3. Attach PRAZ registration certificate
4. Attach documents to show that you are authorized to provide Veeam software licensing services.
5. A bid securing declaration in the format specified in this Part.
6. The bidder **MUST** attach the following **MANDATORY** documents
 - a. Legal Documents - Certificate of Incorporation.
 - b. CR14 Form (list of directors).
 - c. Valid Tax certificate ITF 263.
 - d. Valid VAT Certificate
 - e. Detailed Company Profile.
 - f. 3 Reference letters from previous customers indicating supplies of the same nature

You are advised to carefully read the complete Bidding Document, before preparing your Bid. 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.

1.2 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.

1.3 Clarification

Clarification of the bidding document may be requested in writing by the Bidder before 26 January 2026 1400hrs and should be sent to the Procurement

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Management Unit, through this email: procurement@posb.co.zw to the attention of Gibson Sibanda.

1.4 Validity of Bids

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

1.5 Submission of Bids

The technical and financial proposals should be provided as one set of tender documents.

The Bidder must mark the subject matter with the Procurement Reference Number and Description of requirements. **The bids shall be submitted electronically through email.**

Late bids will be rejected. POSB reserves the right to extend the bid submission deadline but will notify the bidder if they have made it beyond the screening stage.

Date of deadline: **2 February 2026** **11.00 hours**

Submission address: tenders@posb.co.zw

Means of acceptance: **Electronically through email**

The bid submission documents should be scanned as a single document bearing the tender number and description on the tender.

1.6 Bid opening

Due to Covid-19 Virus NO bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

1.7 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.

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1.8 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.

1.9 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.

1.10 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 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).

1.11 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 Non-Consulting Services 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 POSB's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

1.12 Bid Securing Declaration

Any bid not accompanied by a Bid Securing Declaration where this is a requirement of bidding, will be rejected by POSB 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

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bidding, the Bid-Securing Declaration must be in the names of all intended partners.

1.13 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 1.1 and Section 1.11 of this bidding documents
2. Technical evaluation to determine their 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.

1.14 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 set out on the **Preparation for Bids** section of this tender document. Evaluation of Technical Bids was done, and all bidders invited to participate in this tender have passed the technical evaluation.

1.15 Eligibility and Qualification Criteria

Bidders are required to meet the criteria set out on the **Preparation for Bids** section of this tender document to be eligible to participate 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. not have a conflict of interest in relation to this procurement requirement.
4. Have fulfilled Zimra tax requirements.
5. have the nationality of an eligible country.

1.16 Bid Currency:

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

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1.17 Payment Currency:

Payment will be made in USD.

1.18 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.

Contract Administration Fee

A contract administration fee may be applicable in terms of Part VI of the PPDPA Regulations S. I. 193 of 2022.

1.19 Right to Reject

POSB reserves the right to accept or reject any Bid or to cancel the procurement process at any time prior to contract award.

1.20 Corrupt Practices

The POSB requires that Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. POSB 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.
2. POSB may impose sanctions on fraudulent bidders; and
3. any conflict of interest on the part of the Bidder must be declared.

Checklist / Summary of payments

	PAYMENT DESCRIPTION	LOCAL BIDDER UD\$ or equivalence
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)	1,600.00

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	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 SPOC Admin fee (paid before submission of tender- attach proof of payment with submission)	N/A
4.	Non-Refundable Contract admin fee (paid after award of contract)	As per Part VI of S.I 9 of 2026

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 authorized 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 authorized, it may be rejected.

The bidder must mark as "CONFIDENTIAL" information in their Bid which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

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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:

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

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PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

People's Own Savings Bank intends to Procure Additional Licenses – Veeam Software. The following specific requirements for the Services 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.

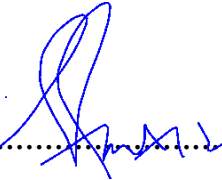
Item Description	Unit of measure	Quantity
Provision of additional license for Veeam Software	Each	20

Specific Requirements

Subject	Requirement
Services to be performed	Provision of Additional Licenses – Veeam Software
Commencement of contract	The contract will commence from date of signature by bidder and run for the duration of the initial contract
Other requirements	Provide functionality support services to the Bank
Supervision of performance	The performance of the bidder will be supervised by POSB PMU in conjunction with the IT department.

Declaration by the Accounting Officer

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

G ChangundaSignature  Date

Chief Executive Officer

Signed on 14 Jan 2026, 2:04 PM CAT

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**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)]

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	Provision of additional license for Veeam Software Foundation Enterprise to Veeam Data Platform Foundation Universal License. Includes Enterprise Plus Edition features. 1 year with Production Support. 5 Instance pack	

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.**

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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 intends to Procure Additional Licenses –Veeam Software. Bidders are required to complete the Price schedule below and provide all costs that make up the total price.

Item No¹	Description of Services	Unit of measure	Input Quantity	Unit Rate	Total Price²
1	Additional Licenses – Veeam Software	Each	20		
				Other additional costs	
				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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**PART 2 STATEMENT OF REQUIREMENTS
Proposed Methodology, Work Plan and Schedule**

{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}

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PART 2 STATEMENT OF REQUIREMENTS

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)]

Bidder's Reference Number:

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)	

Bank Guarantee for Performance Security

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe

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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