



**PEOPLE'S OWN SAVINGS BANK OF ZIMBABWE (POSB)
INVITATION FOR EXPRESSION OF INTEREST**

FOR THE PROVISION OF LEGAL SERVICES POSBEOI2026/06

1. BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) is seeking Expressions of Interest from qualified and experienced consulting firms registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) to provide Legal Consultancy Services for the Bank. This is a prequalification stage, and shortlisted firms will be invited to submit detailed proposals containing the financial aspects for the assignment.

2. CONSULTANCY SERVICES REQUIRED

The People's Own Savings Bank is desirous to engage consulting services relating to the provision of Legal Services for a period of five (5) years. The performance of the Law Firms shall be reviewed annually. The Bank hereby invites Consulting Firms with a proven record of providing outstanding legal services combined with results-oriented expertise to submit an expression of interest (EOI) showing such achievements, qualifications, and experience to send in proposals for the provision of Legal Services

3. SCOPE OF WORK

The prospective service providers for the provision of Legal Services shall be required to have the requisite experience in the following specialised areas of law.

- (a) Corporate Law
- (b) Banking Law
- (c) Litigation (Civil, Labour and Criminal)
- (d) Conveyancing
- (e) Intellectual Property law

4. MANDATORY REQUIREMENTS

The following documents shall be considered for shortlisting of Firms

- i. Company Profile
- ii. Bid Securing Declaration
- iii. Proof of Registration with the Law Society of Zimbabwe
- iv. Certificate of Incorporation for companies, Partnership agreement for Partners and Joint Venture agreement for Joint Ventures or equivalent
- v. Valid PRAZ Registration Certificate under the relevant category
- vi. Proof of payment of SPOC fees to PRAZ.
- vii. Experience in representing Large Organisations similar or bigger than POSB by attaching a list of 5 key clients.
- viii. At least a Degree in LLB or equally approved for Key personnel
- ix. Curriculum Vitae for Key Personnel
- x. Valid Tax Clearance Certificate
- xi. VAT Registration Certificate
- xii. Valid NSSA Registration Certificate
- xiii. Bid Validity period of 90 Days
- xiv. At least 3 verifiable Reference letters showing direct experience in the provision of Legal
- xv. Law Firms/Consultants must state the address of registered offices
- xvi. Bidders must accompany their expressions of interest with CR14 now CR6 certificates as proof of Zimbabwean nationality.
- xvii. Bidders must submit the list of key Personnel
- xviii. Bidders must submit a detailed methodology

5. SPOC FEES PAYABLE

Bidders are advised of a mandatory SPOC fee payment of USD150 to PRAZ as this bid is subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations.. Bidders are advised to attach the proof of payment when submitting their bids.

6. SHORTLISTING

The shortlist shall comprise of a minimum of three and a maximum of six firms. However, POSB reserves the right to change this number. Short-listed Consultants will be invited to submit detailed technical and financial proposals, and/or do presentations or demonstrations, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services. The Consultants submitting the successful proposals will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services.

NB In the Event that there are more than six Consultants who would have participated in the procurement, POSB shall use the scoring method and first six consultants with high scores shall be considered.

7. MINIMUM SHORTLISTING CRITERIA

The minimum criteria for short-listing of the Firm shall entail the following:

- (i) Must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
- (ii) Must be registered with The Law Society of Zimbabwe
- (iii) Must have experience in the legal fraternity.
- (iv) Have current ITF263 (Tax Clearance) from ZIMRA
- (v) At least three references from large organisations of similar size or larger than POSB.
- (vi) Key personnel of the Law Firm should have the following minimum qualifications and experience:
 - Honours Degree in LLB or equally approved
 - Must be registered with The Law Society of Zimbabwe and or any recognised Law Body is a must
 - Experience in the Provision of Legal advice to large organisations

8. PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

Minimum qualifications of LLB Degree for lawyers in the law firm tasked to manage the portfolio. Further, the law firm should meet the following requirements

- i. Minimum of ten (10) years for the senior partner
 - ii. Minimum of five (5) years' experience for at least two (2) other partners
 - iii. Minimum of three (3) years' experience for the Associates
 - iv. Should have a complement of at least four (4) registered lawyers
 - v. Firm should have been incorporated for at least eight (8) years.
- Bidders must show experience in providing progressive similar services to Large Corporates in last five (5) years
 - Interested Law Firms/Stand-alone Lawyers should provide information demonstrating that they have the required experience, competences, skills, qualifications relevant for performance of the legal services and the firm's geographical spread in the Country
 - The Law Firms shall submit Company profiles, Company registration documents, Curriculum Vitae of key personnel and professional staff, brochures, description of similar assignments excluding People's Own Savings Bank, experience under similar environment or conditions.
 - The Law Firm must demonstrate that they have fully established business offices.

9. SCORING CRITERIA

- A). Experience of the Firm = 20 %
 - B). Experience of Individuals (Only 3 top Individuals of the firm) = 30%
 - C) Qualifications of Key Personnel with at least a degree in Bachelor of Law (LLB) = 20 %
 - D). Methodology = 30%
- Total Scores = 100%**

10. SCORING BREAKDOWN

(i) Experience of the Law Firm

0-3 years = 5%

Above 3 years -5 years =10 %

Above 5 years-10 years =15%

Above 10 years =20%

(ii) Experience of Individuals (Only 3 Individuals)

0-3 years = 15%

Above 3 years -5 years =20 %

Above 5 years -10 years =25%

Above 10 years =30%

(iii) Qualifications of Key Personnel with at a least a degree in Law

Honors/General Degree or any relevant Undergraduate Degree = 15%

Master's degree and above = 20%

(iv) Methodology = 30 %

Weightage for Technical and Financial evaluation shall be 80/20 respectively.

11. SELECTION PROCEDURE

Consultants will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018).

Prequalified firms will subsequently be invited to submit their firm and final proposals, which will include financials on a separate document based on the Request for Proposals (RFP). The firm with the selected proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract governing Public Procurement and Disposal of Public Assets Act (Chapter 22:23). Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe website.

- The minimum pass score is 70%
- A maximum of (6) of the highest ranked consultants will be shortlisted for purposes of proceeding with the Request for Proposals (RFP).

Late applications will not be considered, and no liability shall be accepted for loss or late delivery. People's Own Savings Bank (POSB) shall not be responsible for any costs or expenses incurred by firms in connection with preparation or delivery of the application.

12. CLARIFICATION

Enquiries and further information relating to the bidding process can be obtained through Electronic Procurement System (egp. <https://egp.praz.org.zw>) during office hours or may be requested in writing by any bidder before 06 March 2026 and should be sent to procurement@posb.co.zw to the attention of Godfrey Marecha or Gibson Sibanda.

13. EXPRESSION OF INTEREST DOCUMENT AND SUBMISSION OF PROPOSALS

Expression of Interest documents are available online on the Electronic Government Procurement portal **egp**.

Expression of interest submission must be online through the Electronic Government System (egp.<http://egp.praz.org.zw>) not later than the prescribed date.

Late bids will not be considered.

Date of Deadline 13 March 2026 **Deadline time** **1100 Hrs**

Submission Address **Egp.<https://egp.praz.org.zw>**

Means of Acceptance **Electronically as above**

The bidding submission documents should be scanned as a single document bearing the Expression of Interest Number and description on the subject line.

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)