

BIDDING DOCUMENT FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION OF INSTORE BOOTHS
REFERENCE NO: POSB 2026/87



BIDDING DOCUMENT PROCUREMENT, SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION OF INSTORE BOOTHS
REFERENCE NO: POSB 2026/87

DATE OF ISSUE	8 MAY 2026
CLOSING DATE	8 JUNE 2026
CLOSING TIME	11.00 HOURS

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PART 1: BIDDING PROCEDURES

1.0 BACKGROUND

A need arose within the bank to procure, supply, delivery, installation, commissioning and configuration of INSTORE booths

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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 an authorized HP Partner and Cisco certification
5. Proof of payment of Bid Security of **\$500.00** in the format specified in this Part.
6. A bid securing declaration in the format specified in this Part.
7. The bidder **MUST** attach the following **MANDATORY** documents
 - a. Legal Documents - Certificate of Incorporation.
 - b. CR6 Form (list of directors).
 - c. Valid Tax certificate ITF 263.
 - d. Valid VAT Certificate
 - e. Valid NSSA Certificate
 - f. Detailed Company Profile.
 - g. 3 Reference letters from previous customers indicating supplies of the same nature in the past three years.

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.

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.

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

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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 25 May 2026 1400hrs and should be sent to the Procurement Management Unit, through this email: procurement@posb.co.zw to the attention of Gibson Sibanda or Fortunate Molai.

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 egp platform**

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: **8 JUNE 2026** **1100 hours**

Submission address: [egp platform](#)

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

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deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

1.8 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.

Bid Security

The bidder must attach their refundable bid security of US\$500.00 or its ZWG\$ equivalence valid for 90 days in line with Section 26 of the Statutory instrument 5 of 2018 (General Regulations of Public Procurement and Disposal of Public Assets and updated through

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S.I.193 OF 2022). The bid security shall be payable using any one of the following options:

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1. In the form of Bank Guarantee from a **Commercial Registered Bank**.
2. Certified Bank Cheque.
3. A Cash deposit of **US\$500.00** or its equivalence in ZWG\$ payable direct to the Procurement Regulatory Authority of Zimbabwe (PRAZ)

If the third option is chosen, bidders must submit proof of payment of non-refundable of bid bond establishment fee of **\$200.00** in terms of Part V of Statutory Instrument 9 of 2026.

The Bid Security 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 bond Security or Bid-Securing Declaration must be in the names of all intended partners.

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 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.

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Evaluation of Technical Bids was done, and all bidders invited to participate in this tender have passed the technical evaluation.

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.
- (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 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.

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, but no credit will be given for exceeding the specification.

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.

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5. have the nationality of an eligible country.

1.16 Bid Currency:

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

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 PPDA 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.

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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 ChangundaSignature Date
Chief Executive Officer

Signed on 5 May 2026, 9:26 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 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:

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, Supply, Deliver, Installation, Commissioning and Configuration of 15 INSTORE Booths. 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.

PROCURE, SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION OF INSTORE BOOTHS

Item Description	Unit of Measure	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>
Procurement, Supply, Delivery, Installation, Commissioning and Configuration of INSTORE Booths	Each			
Cisco Router 8200 with traditional IOS XE mode	Each	15		
Cisco Switches C1000 POE	Each	15		
10U network cabinet Swing and Frame	Each	15		
Trunking 16mm x 25mm	Each	40		
Trunking 40mm x 40mm	Each	30		
Patch Panels	Each	15		
All In One Desktops	Each	15		
Proposed In-Store Counter Design and Specifications	Each	15		
Branding & Visibility	Each	15		

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PART 2 STATEMENT OF REQUIREMENTS

Cable 500metre x 3 drums		3		
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Installation configuration and commissioning of 5Mbps MPLS link to the following SAIMAT Shops				Unit of Measure	Quantity
Name	Location	GPS coordinates			
1. WHOLESALE CENTRE	BULAWAYO	20°08'56.0"S 28°34'58.8"E	5Mbps Mpls link	Each	1
2. SAIMART ENTUMBANE TERMINUS	BULAWAYO	20°07'31.0"S 28°32'38.0"E	5Mbps Mpls link	Each	1
3. SAIMART PLUMTREE CBD	PLUMTREE	20°29'48.0"S 27°48'36.0"E	5Mbps Mpls link	Each	1
4. SAIMART LOBENGULA STREET	BULAWAYO	20°09'00.0"S 28°35'00.0"E	5Mbps Mpls link	Each	1
5. SAIMART EMGANWINI	BULAWAYO	20°09'45.0"S 28°35'19.0"E	5Mbps Mpls link	Each	1
6. SAIMART PUMULA SOUTH	BULAWAYO	20°09'41.1"S 28°28'39.5"E	5Mbps Mpls link	Each	1
7. SAIMART AAROH MART	BULAWAYO	20°09'02.0"S 28°34'51.0"E	5Mbps Mpls link	Each	1
8. SAIMART GOKWE	GOKWE	18°12'17.0"S 28°56'05.0"E	5Mbps Mpls link	Each	1
9. SAIMART BELLEVUE	BULAWAYO	20°08'50.0"S 28°33'40.0"E	5Mbps Mpls link	Each	1
10. SAIMART GWERU	GWERU	19°27'12.0"S 29°48'36.0"E	5Mbps Mpls link	Each	1

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11. SAIMART NKULUMANE SOKUSILE	BULAWAYO	20°07'22.2"S 28°30'54.0"E	5Mbps Mpls link	Each	1
12. SAIMART RAJ	BULAWAYO	20°10'49.0"S 28°30'55.0"E	5Mbps Mpls link	Each	1
13. SAIMART DOWNTOWN	BULAWAYO	20°09'01.0"S 28°34'42.0"E	5Mbps Mpls link	Each	1
14. SAIMART MUTARE	MUTARE	18°58'30.0"S 32°39'36.0"E	5Mbps Mpls link	Each	1
15. SAIMART GWANDA	GWANDA	20°56'18.0"S 29°00'54.0"E	5Mbps Mpls link	Each	1

Specific Requirements

Subject	Requirement
Services to be performed	Provision of INSTORE Booths. Supply, Deliver, Installation, Commissioning and Configuration of 15 INSTORE Booths
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 and Agency department.

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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 c)]

LOT 1			
Proposed In-Store Counter Design and Specifications			
a	b	c	d
Item No	Item Category	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 c}
1	1. Booth Type	Portable, enclosed banking kiosk suitable for indoor retail environments (Pintail outlets). Modular design for easy transportation and installation.	
-	2. Dimensions	Width: 1.2 – 1.5 m, Depth: 0.8 – 1.0 m, Height: 2.0 – 2.2 m (including branding fascia) Counter height (customer side): 1.0 – 1.1 m	
-	3. Structure & Frame	Aluminium or powder-coated steel frame for durability and lightweight mobility. Panels made from MDF, PVC board, or composite panels. Knock-down or modular assembly design.	

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-	4. Glass Enclosure	Tempered safety glass (8–10 mm thickness). Partial or full enclosure on the upper section. Smooth, polished edges for safety.	
-	5. Transaction Counter	External customer counter (granite, laminate, or solid surface finish). Internal worktop for teller operations. Integrated transaction slot in the glass panel.	
-	6. Mobility & Installation	Lightweight structure movable by 2–3 people. Optional lockable caster wheels OR fixed base with easy dismantling. Designed for placement inside retail shops without permanent fixtures.	
-	7. Security Features	Lockable internal storage compartments. Provision for panic/alarm button (optional). Compatibility with existing store CCTV systems. Secure mounting points for devices (POS, printer, laptop).	
-	8. Electrical & Cable Management	Concealed cable routing channels. Provision for power sockets and device connectivity. Access panel for maintenance.	
-	9. Equipment Capacity	Workspace for 1–2 operators. Capacity for laptops/computers, a receipt printer, and POS devices.	
-	10. Accessibility	Open front counter design for easy customer interaction. Optional lowered counter section for accessibility compliance.	
-	11. Finishing	Smooth, easy-to-clean surfaces. Scratch-resistant laminates or powder coating—professional retail-grade finish.	

Lot 2 BRANDING

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PART 2 STATEMENT OF REQUIREMENTS

a	b	c	d
<i>Item No</i>	<i>Item Category</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column c}</i>
2	1. Branding & Visibility	Prominent branded fascia panel (top header) with POSB logo and colours. Branded lower panels (vinyl wrap or printed boards). Clear "POSB Services / Assistance Point"	

Lot 3 DESKTOPS

a	b	c	d
<i>Item No</i>	<i>Item Category</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column c}</i>
3	Operating system	-Windows 11	
-	Processor family	-13th Generation Intel® Core™ i7 processor	
-	Processor - Intel® Core™ i7	-13700T (up to 4.9 GHz with Intel® Turbo Boost Technology, 30 MB L3 cache, 16 cores, 24 threads) 1 2	
-		Chipset- Intel® H670	
-	Memory	- 16 GB DDR4-3200 MHz RAM (2 x 8 GB)	
	Memory Slots	- 2 SODIMM	

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	Internal Storage	- 1 TB PCIe® Gen4 NVMe™ TLC M.2 SSD	
	Display	- 68.6 cm (27") diagonal, FHD (1920 x 1080), touch, IPS, three-sided micro-edge, glossy, 300 nits, 72% NTSC 3	
	Touchscreen	- Yes	
	Network interface	- Integrated 10/100/1000 GbE LAN	
	Wireless	- Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 wireless card 9 (MU-MIMO supported)	
	Minimum dimensions (W x D x H)	- 61.41 x 20.81 x 47.13 cm	
	Weight	- 8.3 kg	
	Camera	- HP True Vision 5 MP IR privacy camera with temporal noise reduction integrated dual array - -digital microphones, 1.4 µm camera sensor	
	Form factor	- All-in-One	
	Ports	- Rear 1 USB Type-C® 5Gbps signaling rate; 1 USB Type-A 5Gbps signaling rate; 2 USB 2.0 Type-A; 1 RJ-45	
		Side 1 USB Type-A 5Gbps signaling rate (Battery Charging 1.2); 1 headphone/microphone combo	
	Graphics Integrated,	-Intel® UHD Graphics 770	

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	Keyboard	- HP 710 White Wireless Keyboard and mouse combo	
	Audio	- Audio by B&O; Dual 4 W speakers	
		Expansion slots - 2 M.2 (1 for SSD, 1 for WLAN)	
		-1 HDMI-out 1.4; 1 HDMI-in 1.4b	
	Video connectors		
	Power supply type	- 150 W Smart AC power adapter	
	Manufacturer Warranty	- 1 year.	

LOT 4 - Installation configuration and commissioning of 5Mbps MPLS link to the following SAIMAT Shops

a	b	c	d
Item No	Item Category	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column c}
1	5Mbps Mpls link	BULAWAYO	
2	5Mbps Mpls link	BULAWAYO	
3	5Mbps Mpls link	PLUMTREE	
4	5Mbps Mpls link	BULAWAYO	
5	5Mbps Mpls link	BULAWAYO	
6	5Mbps Mpls link	BULAWAYO	
7	5Mbps Mpls link	BULAWAYO	
8	5Mbps Mpls link	GOKWE	
9	5Mbps Mpls link	BULAWAYO	
10	5Mbps Mpls link	GWERU	
11	5Mbps Mpls link	BULAWAYO	
12	5Mbps Mpls link	BULAWAYO	

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13	5Mbps Mpls link	BULAWAYO	
14	5Mbps Mpls link	MUTARE	
15	5Mbps Mpls link	GWANDA	

LOT 5 - Accessories

a	b	c	d
Item No	Item Category	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 c}
1	Accessories	Cisco Router 8200 with traditional IOS XE mode	
2	Accessories	Cisco Switches C1000 POE	
3	Accessories	10U network cabinet Swing and Frame	
4	Accessories	Trunking 16mm x 25mm	
5	Accessories	Trunking 40mm x 40mm	
6	Accessories	Patch Panels	
7	Accessories	Cable 500metre x 3 drums	

Other additional costs	
Total	

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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 Provision of INSTORE Booths. Supply, Deliver, Installation, Commissioning and Configuration of 15 INSTORE Booths. Bidders are required to complete the Price schedule below and provide all costs that make up the total price.

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 Measure	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>[Completed by Procuring Entity]</i> Delivery Duty paid (DDP)	{to be provided by the Bidder}
1.	Booths	15	Each	Within 21 Days of issuance of Purchase Order DDP INCOTERM	
2.	Branding	15	Each	Within 21 Days of issuance of Purchase Order DDP INCOTERM	
3.	Desktops	15	Each	Within 21 Days of issuance of Purchase Order DDP INCOTERM	
4.	Installation configuration and commissioning of 5MBps MPLS link to the following SAIMAT Shops	15	Each	Within 21 Days of issuance of Purchase Order DDP INCOTERM	

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Lot No	Description of Goods	Quantity	Unit Measure	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>[Completed by Procuring Entity]</i> Delivery Duty paid (DDP)	{to be provided by the Bidder}
5.	Accessories	160	Each	Within 21 Days of issuance of Purchase Order DDP INCOTERM	

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:

Annexure A with 15 Saimat Locations

BIDDING DOCUMENT FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION OF INSTORE BOOTHS

REFERENCE NO: POSB 2026/87

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.}

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION OF INSTORE BOOTHS
REFERENCE NO: POSB 2026/87
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.

BIDDING DOCUMENT FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION OF INSTORE BOOTHS
REFERENCE NO: POSB 2026/87

PART 2 STATEMENT OF REQUIREMENTS

Signed Name:
In capacity of: Date:(DD/MM/YY) Duly authorized for and on behalf of:
Company
Address:
Corporate Seal (where appropriate)

**BIDDING DOCUMENT FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION
OF REMITTANCE BOOTHS
REFERENCE NO: POSB 2026/87**

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]

**BIDDING DOCUMENT FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION
OF REMITTANCE BOOTHS**

REFERENCE NO: POSB 2026/87

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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**BIDDING DOCUMENT FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND CONFIGURATION
OF REMITTANCE BOOTHS**

REFERENCE NO: POSB 2026/87

ANNEXURE A : POSB-SAI MART AGENCY BRANCHES

Name	Location	GPS coordinates
1. WHOLESALE CENTRE	BULAWAYO	20°08'56.0"S 28°34'58.8"E
2. SAIMART ENTUMBANE TERMINUS	BULAWAYO	20°07'31.0"S 28°32'38.0"E
3. SAIMART PLUMTREE CBD	PLUMTREE	20°29'48.0"S 27°48'36.0"E
4. SAIMART LOBENGULA STREET	BULAWAYO	20°09'00.0"S 28°35'00.0"E
5. SAIMART EMGANWINI	BULAWAYO	20°09'45.0"S 28°35'19.0"E
6. SAIMART PUMULA SOUTH	BULAWAYO	20°09'41.1"S 28°28'39.5"E
7. SAIMART AAROH MART	BULAWAYO	20°09'02.0"S 28°34'51.0"E
8. SAIMART GOKWE	GOKWE	18°12'17.0"S 28°56'05.0"E
9. SAIMART BELLEVUE	BULAWAYO	20°08'50.0"S 28°33'40.0"E
10. SAIMART GWERU	GWERU	19°27'12.0"S 29°48'36.0"E
11. SAIMART NKULUMANE SOKUSILE	BULAWAYO	20°07'22.2"S 28°30'54.0"E
12. SAIMART RAJ	BULAWAYO	20°10'49.0"S 28°30'55.0"E
13. SAIMART DOWNTOWN	BULAWAYO	20°09'01.0"S 28°34'42.0"E
14. SAIMART MUTARE	MUTARE	18°58'30.0"S 32°39'36.0"E
15. SAIMART GWANDA	GWANDA	20°56'18.0"S 29°00'54.0"E