

**COMPETITIVE BIDDING DOCUMENT FOR THE REFURBISHMENT OF
POSB KADOMA BRANCH
PROCUREMENT REFERENCE NO: POSB2026/113**



Simply Possible

**COMPETITIVE BIDDING DOCUMENT FOR THE REFURBISHMENT OF
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DATE OF ISSUE: - 30 APRIL 2026
CLOSING DATE: - 22 MAY 2026
CLOSING TIME: - 1100 Hours

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PART 1: BIDDING PROCEDURES

BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) intends to engage a suitable contractor to renovate the Kadoma POSB Branch.

Accordingly, the bank extends its invitation to reputable contractors of such services to participate in this tendering process.

Compulsory pre-bid Site Visit

Prospective Contractors are advised of a compulsory site visit which shall be conducted by the Procuring Entity on 11 May 2026 at 1100 hours. The place of the visit is POSB Kadoma Branch at No. 336 Robert Mugabe Street, Kadoma. Bidders should ensure to be issued with a site visit certificate and shall attach the certificate to their bidding document to be submitted.

Procurement Reference Number: Competitive Tender Number POSB2026/113

Preparation of Bids:

You are requested to bid for the refurbishment of the POSB Kadoma Branch as specified in the Statement of Requirements provided in this document, by completing and returning the following documents and information: -

1. Fully signed Bid Submission Sheet as guided by the template provided in the bid document.
2. The statement of requirements in part 2. (The Priced Bill of Quantities or Schedule of Activities (in Part 2) supported by an equipment schedule, manpower schedule and a financial disbursement schedule).
3. Proof of payment of Bid Security amounting to US\$2,000.00 or its ZiG\$ equivalence valid for 90 days.
4. The bidder **MUST** attach the following **MANDATORY** documents: -
 - a. Certificate of Incorporation,
 - b. CR6 or CR14 form (List of Directors)
 - c. Valid Tax clearance certificate (ITF 263)
 - d. Company Profile
 - e. Up to date VAT certificate
 - f. Valid proof of confirmation that all contributions or payments due under the National Social Security Act (Chapter 17.04) are fully paid.
5. **Bidders must state the validity period (minimum of 90 days)**

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6. Reference letters from at least 3 x corporate customers indicating that the supplier has successfully renovated properties of similar scope and magnitude in the immediate past three (3) years.
7. A bank statement showing transactions for the past three months as proof of cash inflows.
8. Detailed Company Profile,
9. Up to date proof of registration of a minimum B grade with CIFOZ (Construction Industry Federation of Zimbabwe) or ZBCA or equivalent association. Proof of registration must be provided.
10. Up to date proof of registration with Ministry of Local Government, Public Works, and National Housing for Specialised Services under Shopfitting and Partitioning. Proof must be provided.
11. The bidder and the bidder's clients are subject to site visit by the procuring entity without any notification as part of due diligence and tender evaluation process.
12. Bidders must be able to complete the project within 40 days from the date of contract signing by the last party. Provide project schedule.
13. **Bidders must provide Proof and form of funds to confirm that the company has financial capacity to successfully execute the project if awarded the tender.**
14. Should any advance payment be required, bidders must indicate in writing, together with the tender proposal, that they will be in a position, and have the capacity to provide an advance payment guarantee of the equivalence of the advance payment, provided by a registered commercial bank acceptable to POSB. This commitment should be signed by the managing director or a person holding an equivalent position in the company. The designation of the person giving this commitment should be clearly stated.

You are advised to carefully read the complete Bidding Document and relevant attachments, 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.

Lots and Packages

This tender is not divided into lots. Award will be based on the most economically advantageous bid to POSB.

Number of bids allowed.

No Bidder may 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

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deemed to 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 any bidder up to 12 May 2026, 1630, hours, and should be sent to procurement@posb.co.zw for the attention of Godfrey Marecha or Gibson Sibanda

Validity of Bids

The minimum period that the Bidder's bid must remain valid is **90 days** calculated from the deadline for the submission of bids. **Bid validity must be clearly stated. Bids that do not clearly state the bid validity will be disqualified.**

Submission of Bids

Bids must be submitted electronically through the eGP system no later than the date and time of the deadline.

Bidders are advised to upload their bid submissions at least two hours before the stipulated closing time to mitigate any potential delays, as the Electronic Government Procurement (EGP) system is currently experiencing intermittent technical challenges.

Late bids will be rejected. POSB reserves the right to extend the bid submission deadline but will notify all potential bidders through eGP of any amended bid submission deadline.

Date of deadline:	22 May 2026	Deadline Time: 1100 Hrs
Submission address:	eGP Portal : https://egp.praz.org.zw/	
Means of acceptance:	Electronically through eGP	

Bid opening.

No bidders or their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

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

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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.

Prices must be quoted as specified in the Price Schedule included in the Statement of Requirements.

Bid Security

The bidder must attach their refundable bid security of **US\$2,000.00** 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 S.I.193 OF 2022).

The bid security shall be payable using any one of the following options: -

1. In the form of Bank Guarantee from a **Commercial Registered Bank**.
2. Certified Bank Cheque
3. A Cash deposit of **US\$2,000,00** or its equivalence in ZiG payable directly to the Procurement Regulatory Authority of Zimbabwe (PRAZ).

If the third option is chosen, bidders must submit proof of payment of non-refundable bid bond establishment fee in terms of section 90 part IV of Statutory Instrument 5 of 2018.

Any Bid not accompanied by a Bid Security, will be rejected by the Procuring Entity as non-responsive.

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 Security must be in the names of all intended partners.

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 bidders in terms of this document and to confirm that the Bid is administratively compliant.
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 compliant bid.

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Evaluation criteria

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 in the preparation of bids section of this tender document.

The bidder and the bidders' clients are subject to site visit by the Procuring Entity without any notification as part of due diligence and tender evaluation exercise.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria set out in the Preparation of Bids section of this tender document to be able to participate and to be qualified for the proposed contract. Bidders 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.
4. not have a conflict of interest in relation to this procurement requirement.

Bidding Currency

- **All quotations should be denominated in United States Dollars (USD)**

Currency of Evaluation.

The currency of evaluation will be United States Dollars (US\$).

Payment Currency

Payment will be processed in US\$ Nostro.

The Bank is willing to process stage payments which shall be agreed at contracting stage.

Award of Contract

The most economically advantageous tender, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract.

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The proposed award of contract will be by issue of a Notification of Contract Award which will be effective until signature of the contract documents. Unsuccessful bidders will be advised of the successful bidder/s and details of the proposed prices by the successful bidder/s.

The Bank has the right to negotiate with the winning bidder in any aspects of the tender be it financial and/ or technical scope of work.

Right to Reject

POSB reserves the right to accept or reject any bid or to cancel the procurement process and reject all bids at any time prior to contract award.

Corrupt Practices

The People's Own Savings Bank requires that bidders, 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 or collusive bidders in terms of its procurement policy.
3. Any conflict of interest on the part of the bidder must be declared.

Declaration by the Accounting Officer

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



Signed Date.....

G. Changunda

CHIEF EXECUTIVE OFFICER

Signed on 6 May 2026, 11:45 AM CAT

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Bid Submission Sheet

*{Note to Bidders: 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 authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it **will 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 to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

Bidders must mark as "CONFIDENTIAL" information in their Bids 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 provide the services listed in the attached Statement of Requirements, 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 within the bid validity period.

Bid Authorised by:

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

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PART 2 STATEMENT OF REQUIREMENTS

PROCURING ENTITY'S REQUIREMENTS

Scope of Works

Brief Description of Works: Refurbishment of the POSB Kadoma Branch as per the attached Technical Drawings and Designs.

Additional information pertaining to the above works shall be availed in detail during the compulsory site visit cited above.

BILL OF QUANTITIES

SECTION 01 – PRELIMINARIES & GENERAL

Item	Description	Unit	Qty
1.1	Contractor's attendance	Item	1
1.2	Site establishment, supervision, temporary works	Item	1

SECTION 02 – DEMOLITIONS & PREPARATORY WORKS

Item	Description	Unit	Qty
2.1	Removal of existing partitions	m ²	350
2.2	Removal of ceilings	m ²	500
2.3	Removal of floor finishes	m ²	698
2.4	Removal of doors, windows, fittings	Item	1
2.5	Surface preparation & paint scraping	m ²	700

SECTION 05 – METALWORK

Internal Screens

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Item	Description	Unit	Qty
5.1	Perforated metal panels (CNC Laser Cut Design Only)	m ²	22.5
5.2	Steel frame (SHS)	m	60
5.3	Panel modules	No	25
5.4	Powder coating	m ²	22.5

External Façade Screens

Item	Description	Unit	Qty
5.5	Perforated façade panels (CNC Laser Cut Design Only)	m ²	75
5.6	Support framing	m	180
5.7	Vertical supports	No	28
5.8	Powder coating	m ²	75
5.9	Installation & fixing	Item	1

Security

Item	Description	Unit	Qty
5.11	Burglar (Trellis) screens complete	m ²	55

SECTION 06 – CARPENTRY & JOINERY

Item	Description	Unit	Qty
6.1	Timber doors with ironmongery	No	13
6.2	Kitchen cupboards & joinery	Item	1

SECTION 08 – PARTITIONS & GLAZING

Item	Description	Unit	Qty
8.1	Aluminium glazed partitions	m ²	60
8.2	Gypsum drywall partitions	m ²	420
8.3	Aluminium glazed doors	No	8

SECTION 09 – FINISHES

Ceilings

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Item	Description	Unit	Qty
9.1	Suspended ceiling	m ²	537
9.2	Rhino board ceiling	m ²	137
9.3	Feature ceiling	m ²	200

Floors

Item	Description	Unit	Qty
9.4	Porcelain tiles	m ²	698
9.5	Rubber flooring	m ²	19
9.6	Skirting	m	320

Walls

Item	Description	Unit	Qty
9.7	Painting	m ²	1850
9.8	External wall repairs	Item	1

External Cladding

Item	Description	Unit	Qty
9.9	Metal sheet cladding (CNC Laser Cut Design Only)	m ²	120

SECTION 10 – TELLER COUNTERS

Structure

Item	Description	Unit	Qty
10.1	Teller counter (curved & straight)	m	17.83
10.2	Counter carcass	m	17.83
10.3	Laminated panels	m ²	18.7

Countertop

Item	Description	Unit	Qty
10.4	Black granite top	m ²	10.7

Glass (Cashiers Only)

Item	Description	Unit	Qty
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10.5	Toughened glass screens	m ²	4.8
10.6	Transaction openings	No	2

Dividers

Item	Description	Unit	Qty
10.7	Board, glass and aluminium divider	m	5
10.8	Divider posts	No	5

Stations

Item	Description	Unit	Qty
10.9	Total stations	No	6
10.1	Open stations	No	4
10.11	Storage compartments	No	6
10.12	Lockable drawers (cashiers)	No	2

SECTION 12 – PLANTER BOXES

Item	Description	Unit	Qty
12.1	Planter boxes complete (excluding plants)	No	4
12.2	Board construction	m ²	18.72
12.3	Internal framing	Item	1
12.4	Spray finish	m ²	18.72
12.5	Installation	Item	1
12.6	Shadow gap	m	16

SECTION 15 – PLUMBING

Item	Description	Unit	Qty
15.1	Water closets	No	4
15.2	Wash basins	No	4
15.3	Kitchen sink	No	1
15.4	Urinal	No	1
15.5	Commercial soap dispensers	No	4
15.6	Commercial hand dryers	No	4
15.7	Commercial paper towel dispensers	No	4
15.8	Commercial toilet roll holders	No	4
15.9	Pipe connections - verify on site	Item	1

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SECTION 16 – ELECTRICAL

Item	Description	Unit	Qty
16.1	Lighting points - verify on site	No	1
16.2	Power outlets - verify on site	No	1
16.3	Distribution boards - verify on site	No	1
16.4	Data points - verify on site	No	1
16.5	Electrical installation - verify on site	Item	1

SECTION 17 – EXTERNAL WORKS

Item	Description	Unit	Qty
17.1	Roof repairs - verify on site	Item	1
17.2	Borehole system	Item	1

Bill of Quantities (BOQ) Disclaimer & Contractor Responsibilities

The provided Bill of Quantities (BOQ) has been prepared based on the available drawings and design information and is intended to serve as a **guideline of the minimum scope of works and items required** for the successful completion of the project.

While every effort has been made to ensure completeness, the BOQ **shall not be considered exhaustive**. The Contractor is deemed to have:

- Carefully **reviewed all drawings, specifications, and documentation** issued.
- Conducted a **mandatory physical site inspection** to verify all dimensions, quantities, site conditions, access, and any constraints that may affect execution.
- **Satisfy themselves as to the full extent of the works required.**

The Contractor shall therefore:

- **Verify all quantities independently prior to submission of their tender.**
- **Include all additional items, materials, labour, plant, equipment, and works, whether or not such items are explicitly stated in the BOQ.**
- Make due allowance for **site conditions, wastage, coordination, preliminaries, compliance requirements, and finishing works.**

No claims for additional costs arising from:

- Omission of items,
- Incorrect assumptions,
- Failure to verify site conditions,

will be entertained after submission of the tender.

The BOQ must therefore be priced as a **complete, functional, and fully operational project**, in accordance with best construction practices and the intent of the design.

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Commencement and Completion Period Required: - 40 days calculated from date contract is signed by last party.

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Schedule of Activities

The bid rates and prices must be quoted covering all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the Works and must include all taxes and duties. The whole cost of performing the Works must be included in the items stated, and the cost of any incidental works will be deemed to be included in the prices quoted.

Name of Bidder: _____

Bidder's Reference Number: _____

Currency of Bid: _____

Item No	Activities of Works	Unit	Total Price
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Lump-sum	
		Grand Total	

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