

BIDDING DOCUMENT FOR PROCUREMENT OF PROCESS AUTOMATION & PRODUCT SOLUTION- SIGNATURE PADS

PROCUREMENT REFERENCE NO: POSB2026/124



BIDDING DOCUMENT

FOR THE

PROCUREMENT OF PROCESS AUTOMATION & PRODUCT SOLUTION- SIGNATURE PADS

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DATE OF ISSUE 15 MAY 2026

CLOSING DATE 1 JUNE 2026

CLOSING TIME 1100 HOURS

PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by the Bidder.

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Preparation of Bids

You are requested to bid for the supply of the goods specified in the Statement of Requirements below, by completing and returning the following documentation:

1. Fully signed Bid Submission Sheet in this Part.
2. the Statement of Requirements in Part 2 showing manufacturer, country of origin and warranty period.
3. Relevant documents to show authorization as a dealer from **Manufacturer**.
4. Proof of payment of Bid Security of **\$500.00** in the format specified in this Part.
5. Supplier Registration showing that you are registered with the Procurement Regulatory Authority of Zimbabwe in the correct category.
6. The bidder **MUST** attach the following **MANDATORY** documents
 - a. Certificate of Incorporation.
 - b. CR6 formerly CR14 Form (list of directors)
 - c. Valid ITF 263 Tax clearance certificate.
 - d. Valid VAT Certificate
 - e. Valid NSSA Clearance Certificate
 - f. Company Profile.
 - g. **3 Reference letters from previous customers confirming successful delivery of tablets.**

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.

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You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, 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.

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 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 the Bidder before 26 May 2026 1400hrs and should be sent to the Procurement Management Unit, through this email: procurement@posb.co.zw to the attention of Fortunate Molai or Gibson Sibanda.

Validity of Bids

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

Submission of Bids

- a) Bids must be submitted electronically through the e-Government Procurement (e-GP) system which can be accessed through the website egp.praz.org.zw. Bidders are advised to familiarize themselves with the eGP System. Physical bids will NOT be accepted.
- b) Late bids cannot be submitted. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.
- c) 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.

Submission deadline and acceptance mode

Date of deadline: **1 June 2026, Deadline Time: 1100 hrs**

Means of acceptance: **Bids are to be submitted electronically through the e-GP system egp.praz.org.zw**

Bid opening

Bids opening shall be done online by the Procuring Entity.

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.

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 Goods
 - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
 - (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
 - (v) any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final 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).

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 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\$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.

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.

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, 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) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
- b) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
- c) Any other applicable import taxes;
- d) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included.
- e) any rebate or mark-up of the local agent or representative.
- (d) 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).

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.

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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 the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

Bid Securing Declaration

Any bid not accompanied by a Bid Securing Declaration where this is a requirement of bidding, will be rejected by the Procuring Entity 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.

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 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
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 bid.

Failing any stage of the evaluation process will lead to automatic disqualification and the bid will not be considered for subsequent stages.

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 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.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement 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. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe- for local bidders
 4. not have a conflict of interest in relation to this procurement requirement.
 5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act.
 6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
 7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.
- Participation in this bidding procedure is open to all nationalities.

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 requirement will not be subject to this review.

Evaluation criteria

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.

Bid Currency:

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

Payment Currency:

Payment will be processed in United States Dollars

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 in accordance with Part 3: Contract

Contract Administration Fee

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

Right to Reject

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

Confidentiality

All information provided by POSB in this RFP is confidential and may not be disclosed without prior written consent.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity 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 under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and
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.

G Changunda Signature  Date

Chief Executive Officer

Signed on 13 May 2026, 5:29 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 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 may 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 so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

Address:

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PART 2 STATEMENT OF REQUIREMENTS

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People's Own Savings Bank invites qualified bidders for Procurement of Process Automation & Product Solution- Signature Pads. The following specific requirements 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	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>
Wacom Pen Tablet (Graphics Tablet) with Wacom Pen 4K (LP-1100K)	Each	96		

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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 Number	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}
SERVICE CENTRE SIGNATURE PADS SPECIFICATIONS		
	Device Type: Pen tablet (graphics tablet)	
1	Signature Tablet Dimensions	
	Size: Small	
	Tablet Dimensions: 200 x 160 x 8.8 mm	
	Active Area: 152 x 95 mm (6.0 x 3.7 inches)	
	Performance	
	Resolution: 2540 lpi (lines per inch)	
	Reading Height: 7 mm	
	Report Rate: 133 pps	
	Connectivity	
	Interface: USB (Micro-USB to USB-A cable)	
	Pen	
	Pen Model: Wacom Pen 4K (LP-1100K)	
	Pressure Levels: 4096 levels	
	Pen Technology: Battery-free electromagnetic resonance (EMR)	
	Pen Buttons: 2 customizable buttons	

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

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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 invites interested and qualified bidders for Procurement of Process Automation & Product Solution- The Design and Implementation of an Enterprise Amazon Web Services (AWS) Landing Zones

Item Number	Description of Services	Unit of measure	Input Quantity	Unit Rate	Total Price²	Delivery period
1	Device Type: Wacom Pen Tablet (Graphics Tablet) with Wacom Pen 4K (LP-1100K)					

Other additional costs if any		
VAT		
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

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.}

Description of Goods	Quantity	Unit of 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}
Device Type: Wacom Pen Tablet (Graphics Tablet) with Wacom Pen 4K	1	Each	Within 10 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:

POSB HEAD OFFICE CAUSEWAY BUILDING CNR 3RD AND CENTRAL AVENUE, HARARE

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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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)	

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{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.}