

**COMPETITIVE BIDDING DOCUMENT FOR THE REFURBISHMENT OF
POSB CHIPINGE BRANCH
PROCUREMENT REFERENCE NO: POSB2026/112**



Simply Possible

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DATE OF ISSUE: - 12 JUNE 2026
CLOSING DATE: - 03 JULY 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 Chipinge 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 25 June 2026 at 0900 hours. The place of the visit is POSB Chipinge Branch at No. 94 Main Street, Chipinge. 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 POSB2026/112

Preparation of Bids:

You are requested to bid for the refurbishment of the POSB Chipinge 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 five (5) 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 registration with Ministry of Local Government, Public Works, and National Housing for Specialised Services under Shopfitting and Partitioning. Proof of registration must be provided.
10. Bidders must confirm to be able to complete the project within 40 days from the date of contract signing by the last party. Provide project schedule.
11. 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 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 29 June 2026, 1300 hours, and should be sent to procurement@posb.co.zw for the attention of Godfrey Marecha or Gibson Sibanda

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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.

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:	03 July 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 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.9 OF 2026).

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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.

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.

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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. 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,

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- 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 15 Jun 2026, 9:24 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 Chipinge 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

Project Location: Chipinge, Zimbabwe

Floor Area: 412m²

BOQ NOTES - PLEASE READ THIS FIRST

1	Contractors shall verify all dimensions, quantities and site conditions prior to submission of their bids.
2	Quantities stated herein are deemed approximate and are provided for tender comparison purposes only. Tenderers shall satisfy themselves as to the accuracy of all quantities prior to submission of their tender.
3	Contractors shall satisfy themselves as to the full extent of the works before pricing this Turnkey project.
4	Rates shall include all labour, materials, transport, plant, equipment, supervision, overheads, profit, wastage and fixing necessary for the complete execution of the works.
5	All workmanship shall comply with the applicable Zimbabwe Building Regulations, Standards and relevant statutory requirements.
6	The successful Contractor shall submit shop drawings, samples and material specifications for approval prior to the manufacture or installation of joinery, glazing, metalwork and other specialist items.
7	All glazing shall be clear toughened safety glass unless otherwise specified.

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8	All exposed metalwork, burglar bars, security gates and decorative screens shall be finished in black powder coating unless otherwise specified.		
9	The Contractor shall be responsible for the accuracy of all site measurements and dimensions used for fabrication and installation.		
10	The Contractor shall allow for protection of existing finishes and shall make good any damage arising from the execution of the works.		
11	All works shall be carried out in accordance with approved drawings, specifications and written instructions issued by POSB's Representative.		
12	The Contractor shall remove all debris and surplus materials from site and maintain a clean and safe working environment throughout the project duration.		
13	The Contractor shall include for testing, commissioning and handover of all installed systems where applicable.		
14	No variation claims arising from measurement discrepancies, failure to verify site conditions, or failure to verify dimensions shall be entertained after award of contract.		
15	Errors and Omissions Excepted (E&OE).		
SECTION A – PRELIMINARIES			
Item	Description	Unit	Qty
A1	Mobilisation and Site Establishment	Sum	1
A2	Site Supervision and Contract Administration	Sum	1
A3	Health & Safety Compliance	Sum	1
A4	Protection of Existing Works	Sum	1
A5	Final Cleaning and Handover	Sum	1
SECTION B – ALTERATIONS & ENABLING WORKS			
Item	Description	Unit	Qty
B1	Removal of damaged ceiling components and associated making good	Sum	1
B2	Removal of redundant electrical fittings and wiring no longer required	Sum	1
B3	Removal of redundant plumbing fixtures where required	Sum	1
B4	Making good to walls, floors and ceilings following alterations	Sum	1
SECTION C – CEILINGS			

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Item	Description	Unit	Qty
C1	Suspended mineral fibre ceiling complete with exposed grid system	m ²	412
C2	Ceiling perimeter trims, suspension hangers and accessories	Item	1
C3	Ceiling access panels	No	6
SECTION D – FLOOR FINISHES			
Item	Description	Unit	Qty
D1	Porcelain floor tiles complete including adhesive and grout	m ²	412
D2	Tile skirting to match floor finish	m	220
D3	Transition strips and trims	m	25
SECTION E – PARTITIONS & DOORS			
Item	Description	Unit	Qty
E1	2500mm high glazed aluminium partition system complete with black powder-coated framing, clear toughened safety glass, cashier glazing, remittance glazing and all accessories	m ²	68.12
E2	Standard internal timber doors complete with frames and ironmongery	No	22
E3	Standard solid timber back door complete with frame, locks and ironmongery	No	1
E4	Standard glass back entrance door complete with aluminium frame and ironmongery	No	1
E5	Front glass entrance door (1065mm wide) complete with aluminium frame, handles, locks and ironmongery	No	1
E6	Ceiling-height drywall partitions complete with metal stud framing, insulation, stopping, skim coat and paint finish	m ²	52
SECTION F – PAINTING & DECORATIONS			
Item	Description	Unit	Qty
F1	Prepare and paint internal walls	m ²	1020
F2	Prepare and paint ceilings	m ²	412
F3	Prepare and paint doors and frames	No	24

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SECTION G – JOINERY & CUSTOM MANUFACTURED ITEMS			
Item	Description	Unit	Qty
G1	Cashier and Remittance counters complete with glazing, transaction openings, black stone tops and joinery finishes (3 stations @ 2000mm each)	Item	1
G2	Open Teller counters complete with black stone tops and support framework (2 stations @ 2000mm each)	Item	1
G3	Bulk Teller workstation and storage unit	Item	1
G4	Kitchen cupboards and worktops complete	Item	1
G5	Open desk separators 1500mm high x 2000mm long	No	1
G6	Decorative timber-look board finish to Bulk Teller side wall	m ²	9.62
G7	Decorative timber-look board finish to Teller backdrop wall	m ²	36.69
SECTION H – ELECTRICAL & LIGHTING			
Item	Description	Unit	Qty
H1	Recessed LED ceiling panels 1200mm x 600mm complete with drivers and wiring	No	48
H2	Power point relocations and additions	Sum	Verify
H3	Data point relocations and additions	Sum	Verify
H4	Light switches, switching circuits and associated wiring modifications	Sum	Verify
H5	Emergency lighting complete with exit signage and batteries	Sum	Verify
SECTION I – EXTERNAL WORKS, SECURITY & METALWORK			
Item	Description	Unit	Qty
I1	Entrance feature portal cladding and associated finishes	Sum	1
I2	ATM surround cladding and finishing works	Sum	1

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I3	Accessibility ramp including handrails and associated works	Sum	1
I4	External wall mounted light fittings	No	10
I5	External painting and making good	Sum	1
I6	Decorative laser-cut mild steel screens to front and side windows complete with support brackets and black powder-coated finish	m ²	Verify on Site
I7	Internal security burglar bars to all external-facing windows excluding bathroom windows, complete with fixing brackets and black powder-coated finish	m ²	56.11
I8	Security gates/bars to front entrance and exit doors complete with locks and ironmongery	No	3
SECTION J – PLANTERS & LANDSCAPING			
Item	Description	Unit	Qty
J1	Fixed joinery planter boxes	No	6
J2	Artificial plants to fixed planter boxes	Sum	1
J3	Freestanding decorative planter pots (large)	No	8
J4	Artificial plants to freestanding planters	Sum	1

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	
		Lump-sum	
		Grand Total	