



**BIDDING DOCUMENT FOR
THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS
(SOUTHERN REGION)**

DATE OF ISSUE12 JUNE 2026

CLOSING DATE.....10 JULY 2026

CLOSING TIME1100 HOURS

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PART 1: BIDDING PROCEDURES

BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) intends to engage service providers for the Provision of Armed Uniformed Security Guards. Accordingly, the bank extends its invitation to reputable Security Services providers to participate in this tendering process.

Procurement Reference – Competitive Tender Number: POSB2026/16

You are requested to bid for the provision of security services as specified in the Statement of Requirements provided in this document by completing and returning the following documents and information: -

Preparation of Technical Proposals: -

Bidders are advised to attach the following Mandatory documents:

- a) Fully signed Bid Submission sheet in this Part;
- b) NSSA Clearance Certificate for the current period;
- c) Supplier Registration number showing that you are registered for the right category with the Procurement Regulatory Authority of Zimbabwe.
- d) A bid security of **USD 2,500 .00 or equivalent**
- e) Special Procurement Oversight Committee, SPOC Administration fee of \$150.00
- f) Copy of the Certificate of Incorporation
- g) Copy of the CR6 formerly CR14 Form,
- h) Copy of the VAT registration certificate,
- i) Valid ITF 263 Tax Clearance Certificate

Bidders must possess the following technical attributes for them to proceed to the Financial Evaluation.

1. A minimum of 5 years' experience in the security industry
2. Testimonial letters from at least 4 Commercial Banks with evidence of providing guard services at banking halls for more than 2 consecutive years during the past 5 years of which 2 must be current deployments with no less than 10 postings per contract. Sports clubs and residential deployments will not be considered.
Referral letters from POSB will not be considered for this tender.
3. Valid proof of licensing by the Regulatory authority in Zimbabwe (Home Affairs)
4. Membership of any recognized security organisations in Zimbabwe eg. SAZ, ZINSA etc.
5. Must be ISO certified. Proof of ISO certification for security services.

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6. Evidence of regular guard services training and retraining (Attach Certificates).
7. Attach firearm licensing (40 copies of magazine-based firearm licences)
8. Proof of availability of deployment and supervision motor vehicles/motor bikes (Please provide evidence i.e 15 registration books in the company name. These vehicles must be in good working order and the bank reserves the right to inspect the motor vehicles as per submitted vehicle registration books.
9. Ability to provide guard services throughout all branches (Should have regional presence across the mentioned areas. Provide physical addresses and contacts of regional offices).
10. Bidders must have a control room manned 24 hours and must attach proof of current licensing with Portraz for wireless transmission.
11. Pricing must be based on the most recent NEC agreements and any incentives offered must be clearly spelt out. (Attach cost structure as evidence to show how pricing has been determined). Any incentives or discounts offered should remain during the existence of the contract.
12. Each guard post must be operated in line with the labour rules governing the deployment of guards and hours per week. The firm to demonstrate availability of enough manpower.
13. A bidder may be awarded both lots of this tender.
15. A public liability insurance cover of USD\$500,000.00 is a requirement (Attach proof).
16. Valid police clearance for all the directors is a must. (Clearance certificates must not be more than 6 months old).

Duration of Contract

The duration of the contract shall be two years. Bidders are also advised that the bank's evaluating committee may perform site visits as part of evaluation for all the shortlisted bidders before awarding of contract.

NB: For bidders who were once engaged by the Procuring entity, their previous performance will be used as part of evaluation criteria should they respond to this tender.

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.

Lots and Packages

The requirement comprises two (2) lots as indicated in Part 2, Statement of Requirements. A Bidder can bid for both lots. However, for security reasons, a

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bidder already awarded a maximum 2 lots running for the next two years will not be considered for the current tender.

Number of bids allowed.

No Bidder may submit more than one Bid on the same lot, either individually or as a joint venture partner in another bid, except as a subcontractor. Where the requirements are divided into lots and packages, only one bid can be submitted for each lot. 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 26 June 2026 and should be sent to procurement@posb.co.zw to the attention of Godfrey Marecha or Gibson Sibanda

Pre-bid meeting

As the scope of work is clearly defined there will not be a pre-bid meeting. Participation in this bidding procedure is open to Zimbabwean bidders only.

Validity of Bids

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

Submission of Bids

The technical and financial proposals should be provided as one set of tender documents.

Bids must be submitted electronically through the eGP system.

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

Date of
deadline:

10 July 2026

Deadline Time: 1100 Hrs

Means of
submission:

Electronically through eGP.

The bidding submission documents should be scanned as a single document for each respective slot on eGP

Bid opening.

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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. Prices quoted must include all relevant equipment and accessories required to perform security services efficiently like firearms, uniforms, button sticks, handcuffs, whistle etc.

Bid Security

The bidder must attach their refundable bid security of **US\$2,500.00** 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. A Cash deposit of **US\$2,500,00** or its equivalence in ZWG\$ payable direct to the Procurement Regulatory Authority of Zimbabwe (PRAZ)
3. If the second 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. The amount payable to PRAZ as non – refundable cash bid bond establishment fee is US\$350,00 or its equivalence in ZWG\$.

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 bond Security must be in the names of all intended partners.

The bid sum will be refunded to unsuccessful bidders as soon as performance bond is received, or contract signed with the winning bidder.

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Performance Security

A 10% performance security may be required from the winning bidder within 7 working days calculated from the date of notice of tender award. Bid bonds will be released upon receipt of performance bond from the winning bidder or as soon as contract is concluded with winning bidder.

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.

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.

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Bid Currency:

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

Payment Currency:

Payment will be processed in ZIG using the willing buyer willing seller rate prevailing on the date of payment processing.

Award of Contract

The lowest evaluated bid, 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.

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.

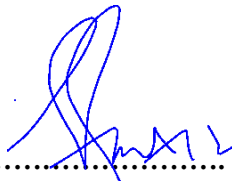
Corrupt Practices

The People's Own Savings Bank requires that bidders 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 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, 9:34 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

The following specific requirements for the Non-Consulting 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.

Subject	Requirement
Services to be performed	Provision of Uniformed Armed Security guards and Ad hoc Cash in Transit Services (CIT)
Location(s)	As indicated on the provided schedules.
Time of performance	As indicated per schedules
Duration of contract	2 years calculated from the date of last signature on contract subject to annual reviews which are dependent on performance.
Manpower	As Indicated per schedule
Equipment	As indicated per schedule
Resources	As indicated in the RFP
Other requirements	As outlined in the RFP
Supervision of performance	POSB security department and supplier's own supervisors to check on performance.

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DEPLOYMENTS LOT 1

BRANCH	COVERAGE	REQUIREMENTS
GWERU	1X24HOUR	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12 HOUR	FIREARM, BUTTON STICK AND HANDCUFFS
	1X8 HOUR	FIREARM, BUTTON STICK AND HANDCUFFS
BULAWAYO MAIN	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS
FORT STREET	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS
HAYLET HOUSE	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS
BULAWAYO ESTEEM (ASCOT)	1X24 HOUR D/NIGHT	FIREARM, BUTTON STICK AND HANDCUFFS
BULAWAYO CENTRE ATM	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
NKULUMANE ATM	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
GWANDA	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12 HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS
BEITBRIDGE	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS
ZVISHAVANE	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS
MASVINGO	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12 HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS
CHIREDCI	1X24HOUR ATM	FIREARM, BUTTON STICK AND HANDCUFFS
	1X12 HOUR B/HALL	FIREARM, BUTTON STICK AND HANDCUFFS

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VICTORIA FALLS	1X24 HOUR DAY AND NIGHT	FIREARM, BUTON STICK AND HANDCUFFS
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DEPLOYMENTS LOT 2

BRANCH	COVERAGE	REQUIREMENTS
GUTU	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
JERERA	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
MASVINGO	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
NGUNDU	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
MATAGA	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
MAPHISA	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
PLUMTREE	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
RAYLTON	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
BULAWAYO MAIN	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
LUPANE	1X24HOUR	FIREARM, BUTON STICK AND HANDCUFFS
HWANGE	1X24 HOUR	FIREARM, BUTON STICK AND HANDCUFFS

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List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: _____

LOT 1

Item No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price ²
				Other additional costs	
				VAT	
				Total	

LOT 2

Item No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price ²
				Other additional costs	
				VAT	
				Total	

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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.

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Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to execute the Services, the associated resources and the schedule for implementation.}

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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]

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