



PEOPLES OWN SAVINGS BANK OF ZIMBABWE (POSB)

**BIDDING DOCUMENT FOR THE REPAIR AND MAINTENANCE OF BANKING HALL
MANTRAPS AND ALARM SYSTEMS - PROCUREMENT REFERENCE: POSB2026/02**

Lot 1. Repairs and Maintenance of Banking Hall Mantraps (Northern Region)

Lot 2. Repairs and Maintenance of Banking Hall Mantraps (Southern Region)

Lot 3. Repairs and Maintenance of Banking Hall Alarm systems

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PEOPLE'S OWN SAVINGS BANK (POSB)

DATE OF ISSUE: 11 SEPTEMBER 2026

CLOSING DATE: 25 SEPTEMBER 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 service providers for the Repair and Maintenance of Banking Hall Mantraps and Alarm Systems through a service level agreement for a period of two years. Accordingly, the bank extends its invitation to reputable and relevant Services providers to participate in this tendering process.

Procurement Reference – Competitive Tender Number: POSB2026/02

You are requested to bid for the Repair and Maintenance of Banking Hall Mantraps and Alarm Systems 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 500 .00 or equivalent**
- e) 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 attributes for them to be eligible:

1. Experience

The service provider must have at least 10 years' experience in the repairs and maintenance of Mantraps and/or Alarm system respectively and also show that similar services have been provided to at least 3 banking institutions. **Attach at least 3 reference letters on official company letter head.**

NB: Reference letters from POSB will not be considered.

2. Technical Expertise

Must have the technical expertise to attend and resolve the faults within 24 hours. (**Attach CVs of at least 5 technicians from the organisation**)

The evaluation committee reserves the right to visit and inspect premises of the bidding company.

Duration of Contract

The duration of the contract shall be two years. Bidders are also advised that the bank's evaluating committee may perform a site visit to the winning bidder before awarding of contract.

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

This required service is divided into 3 lots and there is no limit to the number of lots to which a bidder may participate.

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 18 September 2026 at 1400 hours 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.

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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: **25 September 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.

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\$500** 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).

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\$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\$200,00 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 security sum will be refunded to unsuccessful bidders on contract signing with the 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.

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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.

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: -

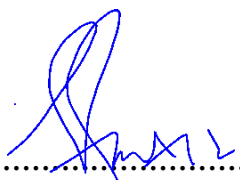
1. POSB will reject a recommendation for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract or been declared ineligible to be awarded a procurement contract.

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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 18 Sep 2026, 10:32 AM CAT

Bid Submission Sheet

**BIDDING DOCUMENT FOR THE REPAIR AND MAINTENANCE OF BANKING HALL
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*{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:	
.....	

PART 2 STATEMENT OF REQUIREMENTS – LOT 1.

LOT 1. Repairs and Maintenance of Banking Hall Mantraps (Northern Region)

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.

We will request that the service provider carry out preventative maintenance work on the Mantraps on the attached schedule of POSB branches on a quarterly basis.

The service provider to quote for ad-hoc call outs when the Mantrap develops faults outside the scheduled maintenance period.

The service provider to quote for replacement values of key components as per the attached schedule.

The service provider to show ability to respond promptly to any fault attendance request.

The service provider to provide Ad hoc call outs for faults as they occur. The selected service provider to provide prompt attendance to any faults raised by branches and ensure replacement of any faulty equipment is done promptly.

LIST OF BRANCHES FOR LOT 1

Branch	Number Of Mantraps
Causeway	1xdouble Booth Mantrap
First Street A)	1xdouble Booth
B)	1xsingle Booth
Nelson Mandela A)	1xdouble Booth
B)	1x Single Booth
Kopje Plaza	1xdouble Booth
Esteem Showground	1xsingle Booth
Westgate	1xdouble Booth
Southerton	1xdouble Booth
Highglen	2xsingle Booth (Entry And Exit)
Chitungwiza	2xsingle Booths (Entry And Exit)
Marondera	1x Double Booth
Rusape	1xdouble Booth
Mutare	1xdouble Booth
Mutoko	1xdouble Booth
Bindura	1xdouble Booth
Chinhoyi	1xdouble Booth
Karoi	1xdouble Booth

**BIDDING DOCUMENT FOR THE REPAIR AND MAINTENANCE OF BANKING HALL
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PROCUREMENT REFERENCE: POSB2026/61**

A. QUATERLY MAINTENANCE CHARGES

Description	Total Cost Incl (Quarterly) USD
Quarterly Repairs and Maintenance of Banking Hall Mantraps (Northern Region)	
Total Excl VAT	
VAT 15.5%	
TOTAL INCL. VAT	

B. REPLACEMENT COMPONENTS CHARGES

BIDDERS TO PROVIDE INDICATIVE PRICES FOR REPLACEMENT OF MAJOR COMPONENTS BELOW.

Component	Replacement Cost Incl. Vat
Mimic Panel Single	
Mimic Panel Double	
Door Closer-Standard(Dorma)	
Magnetic Lock(Elock)	
Mantrap Control Board	
Beam	
First Entry Key Switch	
Robot Lights Red And Green	
Hook Lock	
Hinges	
Override Key Switch	
Push Button (Single Booth)	
Batteries	
12 Volts Relay	
Power Supply 3amp	
Door Handles	

C. CALL OUT CHARGES

Local call out charges (20km radius)	
Mileage/km outside of service centre radius	
Labour charge per hour	
Travel and subsistence allowance	
Subtotal	
VAT	
Total	

PART 2 STATEMENT OF REQUIREMENTS LOT 2

LOT 2. Repairs and Maintenance of Banking Hall Mantraps (Northern Region)

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.

We will request that the service provider carry out preventative maintenance work on the Mantraps on the attached schedule of POSB branches on a quarterly basis.

The service provider to quote for ad-hoc call outs when the Mantrap develops faults outside the scheduled maintenance period.

The service provider to quote for replacement values of key components as per the attached schedule.

The service provider to show ability to respond promptly to any fault attendance request.

The service provider to provide Ad hoc call outs for faults as they occur. The selected service provider to provide prompt attendance to any faults raised by branches and ensure replacement of any faulty equipment is done promptly.

LIST OF BRANCHES FOR LOT 2 (SOUTHERN REGION)

Branch	Number Of Mantraps
Kadoma	1xdouble Booth
Kwekwe	1xdouble Booth
Gokwe	1xdouble Booth
Gweru	2xdouble Booth
Zvishavane	1xdouble Booth
Masvingo	1xdouble Booth
Chiredzi	1xdouble Booth
Beitbridge	1xdouble Booth
Gwanda	1xdouble Booth
Bulawayo Ascot	1xdouble Booth
Bulawayo Main	2xdouble Booth
Haylet House	1xdouble Booth
Fort Street A)	1xdouble Booth
B)	1xsingle Booth
Mvuma	1xdouble Booth
Victoria Falls	No Mantrap
Chipinge	No Mantrap

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A. QUATERLY MAINTENANCE CHARGES LOT 2 (SOUTHERN REGION)

Description	Total Cost Incl (Quarterly) USD
Quarterly Repairs and Maintenance of Banking Hall Mantraps (Southern Region)	
Total Excl VAT	
VAT 15.5%	
TOTAL INCL. VAT	

B. REPLACEMENT COMPONENTS CHARGES

BIDDERS TO PROVIDE INDICATIVE PRICES FOR REPLACEMENT OF MAJOR COMPONENTS BELOW.

Component	Replacement Cost Incl. Vat
Mimic Panel Single	
Mimic Panel Double	
Door Closer-Standard(Dorma)	
Magnetic Lock(Elock)	
Mantrap Control Board	
Beam	
First Entry Key Switch	
Robot Lights Red And Green	
Hook Lock	
Hinges	
Override Key Switch	
Push Button (Single Booth)	
Batteries	
12 Volts Relay	
Power Supply 3amp	
Door Handles	

C. CALL OUT CHARGES

Local call out charges (20km radius)	
Mileage/km outside of service centre radius	
Labour charge per hour	
Travel and subsistence allowance	
Subtotal	
VAT	
Total	

PART 2 STATEMENT OF REQUIREMENTS LOT 3

LOT 3. Repairs and Maintenance of Banking Hall Alarm Systems Countrywide

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.

We will request that the service provider carry out preventative maintenance work on the Alarm Systems on the attached schedule of POSB countrywide branches on a quarterly basis.

The service provider is required to quote for ad-hoc call outs when the Alarms Systems develops faults outside the scheduled maintenance period.

The service provider to quote for replacement values of key components as per the attached schedule.

The service provider to show ability to respond promptly to any fault attendance request.

The service provider to provide Ad hoc call outs for faults as they occur. The selected service provider to provide prompt attendance to any faults raised by branches and ensure replacement of any faulty equipment is done promptly.

LIST OF BRANCHES FOR LOT 3 (ALARM SYSTEMS)

Branch
Causeway
First Street
Nelson Mandela
Kopje Plaza
Esteem Showground
Westgate
Southerton
Highglen
Chitungwiza
Marondera
Rusape
Mutare
Mutoko
Bindura
Chinhoyi
Karoi
Kadoma
Kwekwe
Gokwe

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Gweru
Zvishavane
Masvingo
Chiredzi
Beitbridge
Gwanda
Bulawayo Ascot
Bulawayo Main
Haylet House
Fort Street
Mvuma
Victoria Falls
Chipinge

A. QUATERLY MAINTENANCE CHARGES LOT 3 (ALARM SYSTEMS)

Description	Total Cost Incl (Quarterly) USD
Quarterly Repairs and Maintenance of Banking Hall Alarm Systems	
Total Excl VAT	
VAT 15.5%	
TOTAL INCL. VAT	

B. REPLACEMENT COMPONENTS CHARGES LOT 3 (ALARMA SYSTEMS)

Bidders to provide indicative prices for replacement of major components below.

Component	Replacement Cost Incl. Vat
Pir	
Panic Buttons Fixed	
Battery 12v	
Alarm Control Panel	
Keypad	
Panic Buttons Remotes	
Zone Expander	
Power Supply	
Siren	
Transformer	
4 Core Cable/100m Roll	
3 Core Cable/100m Roll	
0.2mm Ripcord	
Seismic Detectors	

C. CALL OUT CHARGES LOT 3 (ALARM SYSTEMS)

Local call out charges (20km radius)	
Mileage/km outside of service centre radius	
Labour charge per hour	
Travel and subsistence allowance	
Subtotal	
VAT	
Total	

Note 1: Lots and packages should be shown as separate items.

Note 2: Include any additional costs to be incurred, to perform the services.