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COMPETITIVE BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF POSB PRINTED INFRASTRUCTURE BRANDING MATERIALS

PROCUREMENT REFERENCE NO: POSB2026/133 RETENDER

DATE OF ISSUE: -	30 OCTOBER 2026
CLOSING DATE: -	16 NOVEMBER 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 bidder to supply **PRINTED branding material for its agents.**

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

Procurement Reference Number: Competitive Tender Number POSB2026/133 RETENDER

Preparation of Bids:

You are requested to bid for the supply of the Agents and Proximity Banking Infrastructure Branding 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.
3. Proof of payment of Bid Security amounting to US$500.00 or its ZiG$ 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)**
6. Reference letters from at least 3 x corporate customers indicating that the supplier has successfully supplied goods of similar scope and magnitude in the immediate past (3) years.
7. Detailed Company Profile,
8. **The past performance of a previously engaged bidder will be used to determine eligibility of a bidder. For avoidance of doubt, a bidder with an outstanding order or cancelled order due to non-performance or deviation from specifications, will automatically be disqualified.**

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 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 6 November, 1400 hours, and should be sent to procurement@posb.co.zw for the attention of Fortunate Molai 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.

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:	**16 November 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.

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 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$500**or its ZWG$ 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. Certified Bank Cheque
3. A Cash deposit of **US$500,00** 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.

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.
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.

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.

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) Bidders are required to provide technical Specifications detailing the minimum specification of the goods tendered.

(c) 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.

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.

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.

Performance Security

A refundable performance security shall be required from the winning bidder. This performance security shall be equivalent to 10% of the contract value.

Contract Administration Fee

A contract administration fee may be applicable in terms of Part VI of the PPDPA Regulations S. I 9 of 2026.

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.

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 2-11-2026

G. Changunda

CHIEF EXECUTIVE OFFICER

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:	.....		
	.....		

COMPETITIVE BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF POSB PRINTED INFRASTRUCTURE BRANDING MATERIALS

PROCUREMENT REFERENCE NO: POSB2026/133 RETENDER

PART 2 STATEMENT OF REQUIREMENTS

People's Own Savings Bank invites qualified bidders for the Agents And Proximity Banking Infrastructure Branding. 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

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 for POSB Infrastructure Branding Services.

ITEM DESCRIPTION – AGENTS AND MERCHANT BRANDING COLLATERAL	QUANTITY	UNIT COST	TOTAL COST
Agent Collateral (Including Netone)			
1m x 2m vinyl forex board with the wall mounting tape/glue for own installation	40		
0.8m x 1.2m vinyl forex board with the wall mounting tape for own installation	40		
Telescopic banners 4m x 0.8m	40		
Free standing human size human silhouette corex board with support to stand with stability in doors. 1.9m x 1m (see attached picture)	40		
A4 vinyl stickers	300		
Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	300		
0.5m x 1m free-standing double-sided directional sign with reflective vinyl	40		
Directional Sign - 5mm Forex board with full colour vinyl graphics with double sided adhesive tape - Size: 0.6m x 1.2m	200		
Premise Branding - Printed vinyl. Self-adhesive - Size: 1.6m x 0.8m	400		
Interior/Counter Branding -Printed Vinyl, self-adhesive - Size: 0.8m x 0.8m	400		
Interior/Counter Branding - Printed Vinyl, self-adhesive, Size: 0.4m x 0.4m	1150		
A4 vinyl stickers	1000		
Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	500		
Building exterior metal sign - Metal sign with full colour vinyl graphics with double sided adhesive tape - Size: 1.2m x 2.4m	75		
Directional Sign - 5mm forex board with full colour vinyl graphics with double sided adhesive tape, Size: 1.2m x 2.4m	25		
Telescopic banners 4m x 0.8m	60		
Merchant Collateral			
5mm Corex board with full colour vinyl graphics with double sided adhesive tape - A2	600		
Stand alone foamex board folded into A4 freestanding tent card	600		
POS dome stickers set - Custom size – each set consists of 2 opposite side stickers and 1 front sticker	4000		
A4 vinyl stickers	600		
Microfinance Projects branding			
Laminated vinyl vehicle stickers – 15cm x 40cm	300		
Free standing double sided metal sign with 2 metal legs, 1.5m above ground, laminated vinyl graphics, 0.5m x 1m metal and graphics.	100		
A3 forex board with laminated vinyl graphics and self adhesive tape	200		
SUB TOTAL			

VAT			
TOTAL			

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)]

Commencement and Completion Period Required: - 14 days calculated from date contract is signed by last party.

Name of Bidder:

Bidder's Reference Number:

A	B	C	D
	ITEM	Item full technical Specification required (including applicable standards)	Confirm full specification of items offered by Bidder and compliance of items to detail in column b and c)
1	1m x 2m vinyl forex board with the wall mounting tape/glue for own installation	1m x 2m vinyl forex board with the wall mounting tape/glue for own installation	
2	0.8m x 1.2m vinyl forex board with the wall mounting tape for own installation	0.8m x 1.2m vinyl forex board with the wall mounting tape for own installation	
3	Telescopic banners 4m x 0.8m	Telescopic banners 4m x 0.8m	
4	Free standing human size human silhouette corex board with support to stand with stability in doors. 1.9m x 1m (see attached picture)	Free standing human size human silhouette corex board with support to stand with stability in doors. 1.9m x 1m (see attached picture)	
5	A4 vinyl stickers	A4 vinyl stickers	
6	Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	
7	0.5m x 1m free-standing double-sided directional sign with reflective vinyl	0.5m x 1m free-standing double-sided directional sign with reflective vinyl	
8	Directional Sign - 5mm Forex board with full colour vinyl graphics with double sided adhesive tape - Size: 0.6m x 1.2m	Directional Sign - 5mm Forex board with full colour vinyl graphics with double sided adhesive tape - Size: 0.6m x 1.2m	
9	Premise Branding - Printed vinyl. Self-adhesive - Size: 1.6m x 0.8m	Premise Branding - Printed vinyl. Self-adhesive - Size: 1.6m x 0.8m	
10	Interior/Counter Branding -Printed Vinyl, self-adhesive - Size: 0.8m x 0.8m	Interior/Counter Branding -Printed Vinyl, self-adhesive - Size: 0.8m x 0.8m	
11	Interior/Counter Branding - Printed Vinyl, self-adhesive, Size: 0.4m x 0.4m	Interior/Counter Branding - Printed Vinyl, self-adhesive, Size: 0.4m x 0.4m	
12	A4 vinyl stickers	A4 vinyl stickers	
13	Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	

14	Building exterior metal sign - Metal sign with full colour vinyl graphics with double sided adhesive tape - Size: 1.2m x 2.4m	Building exterior metal sign - Metal sign with full colour vinyl graphics with double sided adhesive tape - Size: 1.2m x 2.4m	
15	Directional Sign - 5mm forex board with full colour vinyl graphics with double sided adhesive tape, Size: 1.2m x 2.4m	Directional Sign - 5mm forex board with full colour vinyl graphics with double sided adhesive tape, Size: 1.2m x 2.4m	
16	Telescopic banners 4m x 0.8m	Telescopic banners 4m x 0.8m	
17	5mm Corex board with full colour vinyl graphics with double sided adhesive tape - A2	5mm Corex board with full colour vinyl graphics with double sided adhesive tape - A2	
18	Stand alone foamex board folded into A4 freestanding tent card	Stand alone foamex board folded into A4 freestanding tent card	
19	POS dome stickers set - Custom size – each set consists of 2 opposite side stickers and 1 front sticker	POS dome stickers set - Custom size – each set consists of 2 opposite side stickers and 1 front sticker	
20	A4 vinyl stickers	A4 vinyl stickers	
21	Laminated vinyl vehicle stickers – 15cm x 40cm	Laminated vinyl vehicle stickers – 15cm x 40cm	
22	Free standing double sided metal sign with 2 metal legs, 1.5m above ground, laminated vinyl graphics, 0.5m x 1m metal and graphics,	Free standing double sided metal sign with 2 metal legs, 1.5m above ground, laminated vinyl graphics, 0.5m x 1m metal and graphics,	
23	A3 forex board with laminated vinyl graphics and self adhesive tape	A3 forex board with laminated vinyl graphics and self adhesive tape	

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 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.**

Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

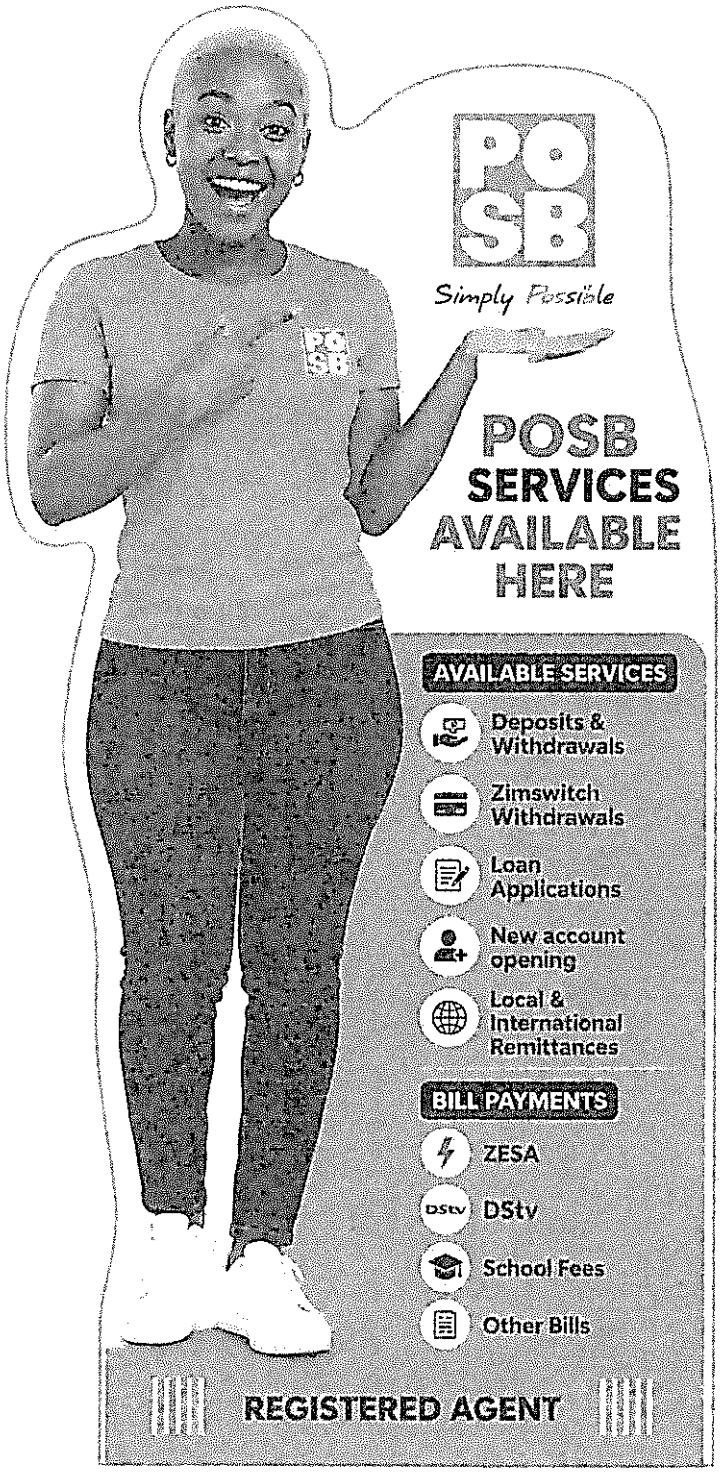
Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

Item	Description	Delivery Date Required by Procuring Entity DDP INCOTERMS® 2020	Bidder's offered Delivery period
1	1m x 2m vinyl forex board with the wall mounting tape/glue for own installation	14days from date of signing Contract	
2	0.8m x 1.2m vinyl forex board with the wall mounting tape for own installation	14days from date of signing Contract	
3	Telescopic banners 4m x 0.8m	14days from date of signing Contract	
4	Free standing human size human silhouette corex board with support to stand with stability in doors. 1.9m x 1m (see attached picture)	14days from date of signing Contract	
5	A4 vinyl stickers	14days from date of signing Contract	
6	Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	14days from date of signing Contract	
7	0.5m x 1m free-standing double-sided directional sign with reflective vinyl	14days from date of signing Contract	
8	Directional Sign - 5mm Forex board with full colour vinyl graphics with double sided adhesive tape - Size: 0.6m x 1.2m	14days from date of signing Contract	
9	Premise Branding - Printed vinyl. Self-adhesive - Size: 1.6m x 0.8m	14days from date of signing Contract	
10	Interior/Counter Branding -Printed Vinyl, self-adhesive - Size: 0.8m x 0.8m	14days from date of signing Contract	
11	Interior/Counter Branding - Printed Vinyl, self-adhesive, Size: 0.4m x 0.4m	14days from date of signing Contract	
12	A4 vinyl stickers	14days from date of signing Contract	
13	Interior counters branding foamex board tent card A3 flat size, folded to A4 portrait.	14days from date of signing Contract	

14	Building exterior metal sign - Metal sign with full colour vinyl graphics with double sided adhesive tape - Size: 1.2m x 2.4m	14days from date of signing Contract	
15	Directional Sign - 5mm forex board with full colour vinyl graphics with double sided adhesive tape, Size: 1.2m x 2.4m	14days from date of signing Contract	
16	Telescopic banners 4m x 0.8m	14days from date of signing Contract	
17	5mm Corex board with full colour vinyl graphics with double sided adhesive tape - A2	14days from date of signing Contract	
18	Stand alone foamex board folded into A4 freestanding tent card	14days from date of signing Contract	
19	POS dome stickers set - Custom size – each set consists of 2 opposite side stickers and 1 front sticker	14days from date of signing Contract	
20	A4 vinyl stickers	14days from date of signing Contract	
21	Laminated vinyl vehicle stickers – 15cm x 40cm	14days from date of signing Contract	
22	Free standing double sided metal sign with 2 metal legs, 1.5m above ground, laminated vinyl graphics, 0.5m x 1m metal and graphics,	14days from date of signing Contract	
23	A3 forex board with laminated vinyl graphics and self adhesive tape	14days from date of signing Contract	

The delivery period required is measured from the date of the signing of Contract between the Procuring Entity and the Bidder.

APPENDIX 1


POSB
Simply Possible
POSB SERVICES AVAILABLE HERE
AVAILABLE SERVICES
Deposits & Withdrawals
Zimswitch Withdrawals
Loan Applications
New account opening
Local & International Remittances
BILL PAYMENTS
ZESA
DStv
School Fees
Other Bills
REGISTERED AGENT