

# PEOPLE'S OWN SAVINGS BANK OF ZIMBABWE (POSB)

## INVITATION TO EXPRESSION OF INTEREST PREQUALIFICATION FOR ENTERING INTO AN ASSET FINANCING ARRANGEMENT FOR THE PROVISION OF HOUSEHOLD APPLIANCES (EOI 02/2023).

The People's Own Savings Bank wishes to engage interested and qualified reputable commercial entities to bid for prequalification to enter commercial and or asset financing agreements with the Bank for the provision of household appliances.

**BACKGROUND:** POSB is looking forward to partnering with Prospective Commercial Partners for the provision of household appliances loans to people from all walks of life.

**OBJECTIVE:** The objective of the facility is to support the acquisition of household appliances from people in urban, rural, and peri-urban communities and improve their livelihoods.

**PRODUCT TYPE:** Asset Financing

### **ADMINISTRATIVE EVALUATION CRITERIA:**

1. Fully signed expression of interest.
2. NSSA Clearance Certificate for the current period.
4. a) Copy of the Certificate of Incorporation  
b) Copy of the CR14 Form,  
c) Copy of the VAT registration certificate  
d) Copy of the 2023 ITF 263 Tax Clearance Certificate  
e) Detailed Company Profile. The Partner should provide an organisation structure indicating availability of key personnel, their qualifications should be attached as part of submission.
5. Commercial partner must demonstrate business record capabilities, accompanied by bank certified statements.

6. Three (3) written **signed and authentic** reference letters from previous or current corporate customers where services of the similar nature have been or are being provided from corporates, public entities, banks, or blue-chip entities.
7. The partner should have a workshop facility for support where they are housed. The site is subject to inspection and evaluation as part of evaluation.
8. Financial Capability Assessment.
9. Prospective partners should state warranty period or conditions for their products.
10. Commercial Partner to provide a list of products and services, together with tentative prices (price list).

**TECHNICAL PROPOSAL EVALUATION CRITERIA AND POINT SYSTEM:**

<b>Criteria</b>	<b>Possible points (100)</b>
<b>Firm's general experience relevant to the assignment</b> ( <i>specify projects involved and the level of involvement for the past 10 years (4 points per each year of relevant experience)</i> )	<b>40</b>
<b>Quality of the proposed or current business model</b> ( <i>Content and flow of the summarized methodology - outline how business objectives are attained (profitability, material availability and marketing plan)</i> <i>Trade in options and availability of bonafide products and capacity of the supplier to supply</i> )	<b>30</b>
<b>Due diligence rating</b>	<b>10</b>
<b>Partners to outline their corporate clout</b> <i>e.g</i> <i>Branch network, product range, supply chain, financials</i>	<b>20</b>

The minimum technical qualifying score required to pass the technical evaluation is 70 points.

**TERMS AND CONDITIONS OF ENGAGEMENT**

1. Prospective Commercial Partner to operate a transactional Corporate Account or place an Investment with POSB;

2. Prospective Commercial Partner clients shall open accounts (for loan processing) with POSB and make loan applications in their individual capacities, submitting all requisite Know Your Customer (KYC) documentation.
3. Among the documents to be submitted by loan applicants to POSB shall be letters from partners confirming availability of the household appliances within agreed timelines.

### **RESPONSIBILITIES OF THE BANK**

The Bank's responsibilities shall be to:

1. Use its wide branch network to allow household appliances loan applicants access to lending and other banking services.
2. process and decide on all loan applications upon receipt of all required information and documentation, within the business conditions of the bank.
3. Enter into a loan agreement with the clients.
4. Make direct payment to the company for the purchase of household appliances to the client.
5. Monitor repayment performance of household appliances.
6. Undertake due diligence on potential partners.

### **RESPONSIBILITIES OF THE PROSPECTIVE COMMERCIAL PARTNER**

Partner's responsibilities shall be to:

1. Provide official dealership, distributorship of all products to be offered under the commercial agreement.
2. Provide quotations and invoices for the household appliances including installation fees.
3. To bring with it its general pool of clients.
4. Enter into supply and service agreements with customers, independent of the Bank.
5. Guarantee availability of products and services.
6. Supply and support of all household appliances breakdowns for clients.
7. Evaluate and assess all potential loan clients.

Clarification of the bidding document may be requested in writing by any prospective commercial partner up to 12 April 2023 and should be sent to [procurement@posb.co.zw](mailto:procurement@posb.co.zw).

**The proposals shall be submitted electronically.**

The Procuring Entity reserves the right to extend the submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of **17 April 2023** Deadline Time: **10.00 hrs**  
deadline:

Submission address: [tenders@posb.co.zw](mailto:tenders@posb.co.zw)

Means of **Electronically through email**  
acceptance:

**The bidding submission documents should be scanned as a single document bearing the tender number and description on the subject line.**