

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP)
REFERENCE NUMBER POSB-36-2023**



**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM
INDEPENDENT ASSESSMENT (SWIFT CSP).**

DATE OF ISSUE 23 June 2023

CLOSING DATE.....21 July 2023

CLOSING TIME10.00 HOURS

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP)
REFERENCE NUMBER POSB-36-2023**

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP).

Procurement Reference No: POSB-36- 2023

DATE OF ISSUE23 June 2023

CLOSING DATE.....21 July 2023

CLOSING TIME10.00 HOURS

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER
SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP)
REFERENCE NUMBER POSB-36-2023**

Table of Contents

Part 1: Proposal Procedures

Part 2: Statement of Requirements

Part 3: Contract

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

PART 1: REQUEST FOR PROPOSALS PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Proposals and should be read by all Consultants.

PROCUREMENT REFERENCE NUMBER POSB 36/2023

Preparation of Proposals:

Only bidders registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Regulations are eligible to participate.

You are requested to submit a Proposal to provide the software detailed in the Statement of Requirements by submitting separate technical and financial proposals, as detailed below. The standard forms contained within this Request for Proposals may be retyped for completion, but the bidder is responsible for their accurate reproduction.

You are also required to pay the administration fee of (\$ N/A) payable by bidder for bids subject to review by the Special Procurement Oversight Committee in line with Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Regulations.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for Services (available on the Authority's website or on request), before preparing your proposal.

Part 3: Contract Agreement is provided not for completion at this stage but to enable bidder to note the Contract terms they will enter if their bid is successful.

Preparation of Technical Proposals:

Technical proposals should contain the following documents and information:

1. Properly signed Bid Submission Sheet
2. Properly signed Bid Securing declaration form
3. Completed Statement of Requirements
4. a brief methodology for performing the services.
5. a work plan, showing the inputs of all key staff including the team leader.
6. Provide qualifications and competencies for the team leader and any key professionals who will be assigned to carry out the tasks.
7. Provide a comprehensive track record and demonstrable experience of the team leader and each expert and the firm in conducting similar assignments of the same scope and magnitude.
8. Provide a minimum of 3 (three) reference **letters** from traceable organizations, giving details of contacts.

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

Provide copies of the following documents: -

9. Copy of your certificate of incorporation
10. Copy of CR14
11. Valid Copy of your tax clearance certificate ITF 263 – if Zimbabwean agent is being used.
12. Proof of valid registration with The Procurement Regulatory Authority of Zimbabwe (PRAZ)
13. Valid clearance letter from NSSA confirming that the company is up to date with its obligations with NSSA if it is a company registered in Zimbabwe.
14. **Signed** confirmation that the company is not debarred from bidding for any tenders.
15. Consultants will be required to clearly state their bid validity which will be a minimum of 90 days from the tender closing date.

Preparation of Financial Proposals:

Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part.
2. Rates and all necessary charges must be clearly tabulated.
3. Indicate renewal fees/any licences for a period of up to three years.

Clarification of Bids

Further clarification of the request for proposals may be requested in writing up to 7 July 2023 and should be sent to procurement@posb.co.zw and marked to the attention of Kennedy Taonangoro or Gibson Sibanda.

Validity of Proposals:

The minimum period for which the proposal must remain valid is 90 days from the deadline for submission of bids.

Submission of Bids

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

The consultant must mark the subject matter line with the Procurement Reference Number and Description of requirements. **The bids shall be submitted electronically through the provided email.**

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all bidders who requested for tender documents.

Date of deadline: **21 July 2023** at **10.00 hours**

Submission address: tenders@posb.co.zw

Means of acceptance: **Electronically through email**

NB. The bid submission documents should be scanned as a single document bearing the tender number and description of the tender.

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

Bid opening.

Due to Covid-19 Virus **NO** bidders or their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

Bid Securing Declaration

Any bid not accompanied by a Bid Securing Declaration where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The Bid- Securing Declaration 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-Securing Declaration must be in the names of all intended partners.

Evaluation of Proposals:

The evaluation of proposals will use the cost and quality evaluation method as detailed below:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of suppliers and to confirm that the supplier has accepted all terms and conditions without material deviation or reservation.
2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and
3. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This contract **will not** be subject to review by the Special Procurement Oversight Committee in terms of section 10(5) of and the Second Schedule to the Regulations.

Bid Currency:

Bids should be priced in United States Dollars US\$ in line with Statutory Instrument 185 of 2020. The currency of evaluation will be the United States Dollars.

Payment Currency:

Payment will be processed in US\$

Award of contract:

Award of contract will be by placement of a contract in accordance with Part 3 of this Request for Proposals. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Unsuccessful bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

The contract will only be valid subject to payment of annual contract administration fees in line with Part V of the Fifth Schedule to the Regulations.

Right to Reject:

The Procuring Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract award.

Corrupt Practices:

The Government of Zimbabwe requires that Procuring Entities, as well as bidders, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity 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, coercive, or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC.
2. the Authority may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations.
3. in accordance with section 42 of the Regulations, submission of a bid will be deemed to be an undertaking on behalf of the Consultant to accept the responsibilities described in clause 1.1 of the GCC; and
4. 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.

G. CHANGUNDA

Chief Executive Officer

Signature  Date

Signed on 25 Jun 2023, 3:27 PM CAT

Company Stamp

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:

Date: [date (in day, month and year format)]

Bidder's Reference Number:

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) We have withdrawn our Bid during the period of Bid validity; or
- (b) Having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

Signed	Name:
	...
In capacity of:	Date:(DD/MM/Y Y)
Duly authorised for and on behalf of:	
Company	
Address:	

Corporate Seal (where appropriate)	

{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.}

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

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 may 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 so as 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 supply the items 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.

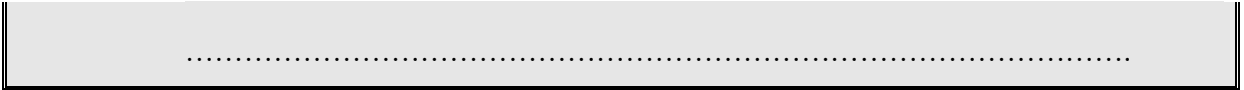
We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation, or adjustment.

Bid Authorised by:

Signature	Name:
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT
CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT
(SWIFT CSP) REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES



BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

Technical Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.}

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Technical Proposal:

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is days from the date of the submission.

We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and Work Plan.

Appendix B: Experience and Qualifications.

We understand that the proposals in these Appendices, if approved or as amended, will be included in the Contract Appendices and shall form a contractual commitment.

We enclose a separately sealed financial proposal.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT
CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT
(SWIFT CSP) REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES

Technical Proposal Authorised By:

Signed	Name:
	...
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (where appropriate)	

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART I: PROPOSAL PROCEDURES

Financial Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Financial Proposal:

The total price of our proposal is: _____ and _____. {insert currencies and amounts }

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

Financial Proposal Authorised By:

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (where appropriate)	

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT
CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT
(SWIFT CSP) REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES

Summary of Costs

[Complete this form to summarise all the costs together from the breakdown of costs and submit it as part of your financial proposal.]

Item	Costs
	<i>[Indicate Currency]</i>
Fees or licences	
Reimbursable Costs	
VAT	
Total Cost of Financial Proposal¹	

1 The total cost must coincide with the sum in the Financial Proposal Submission Sheet.

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

BREAKDOWN OF CONTRACT PRICE (FEES)

[Complete this form with details of all your costs and submit it as part of your financial proposal. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services. Where this is a time-based contract, the breakdown will be used as the cost estimates and payment will be made for the services actually performed and costs actually incurred.]

Currency of Costs: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Unit Rate	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (where appropriate)	

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT
CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT
(SWIFT CSP) REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES

BREAKDOWN OF CONTRACT PRICE (REIMBURSABLES)

Currency of Costs: _____

REIMBURSABLE COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (where appropriate)	

Appendix A: Methodology and Work Plan

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT
CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT
(SWIFT CSP) REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES

{Describe the methodology and work plan you would propose to use in meeting the requirements in the statement of requirements in Part 2.}

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

Appendix B: Experience and qualifications

{Provide background information about the consultancy firm that is bidding for the Contract and of any other firm that is associated with this bid. State whether any of the required services will be sub-contracted. Describe the experience of the firm in performing similar consultancy Contracts, if so required by the instructions in Part 1.

Name the key personnel who will perform the requirements under the Contract, their proposed period of engagement, including working hours and holidays, and describe their qualifications and experience in working on similar Contracts, distinguishing between foreign consultants and national (Zimbabwean) consultants. Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved.}

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

PART 2: STATEMENT OF REQUIREMENTS

1. SCOPE

The consultant should conduct an independent assessment to ascertain the level of compliance of POSB to the Swift CSP program as follows: -

- Security review and assessment covering all 32 controls mentioned in the Swift CSP framework v2023.
- Security assessment and Gap analysis report to be submitted within 60 days from purchase order date.
- Technical assistance to address identified gaps.
- Compliance assessment and final assessment report.

2. METHODOLOGY:

The bidder shall follow SWIFT CSP framework v2023 as work baseline for attestation purpose.

The proposed Methodology should at a minimum cover the following key activities:

- a. SWIFT infrastructure review
- b. Gap Analysis as per CSP v2023
- c. SWIFT Security Assessment for operator PCs and servers
- d. SWIFT Network Assessment
- e. Assessment Report Delivery
- f. technical assistance to address identified gaps
- g. Final report submission
- h. Assistance with submitting the attestation to SWIFT

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

3. TECHNICAL REQUIREMENTS

- i. Specific Qualifications and Experience of the Lead Consultant and two (2) key personnel in conducting Swift CSP assessments:
 - Minimum of 5 years relevant experience.
 - Degree in Computer Science, Information Systems, or Information Technology
 - I.T. Audit Certification e.g. CISA, GSNA
 - Cybersecurity and Information Security Certifications e.g CISM, CRISC, CISSP, GSE, ISO
 - Penetration Testing Certification e.g. CEH, CEPT, LPT, CPT.

- ii. Organisational experience in the subject matter - 5 years

- iii. Experience in providing Swift CSP assessments for the banking sector.
 - 3 contactable references in the last 5 years.

- iv. Proposed Methodology for conducting the assessments and tests.

3.1 Technical Evaluation Guide/Criteria

The bidders' technical compliance will be evaluated on the following criteria:

Criteria	Maximum Score
Lead consultant <ul style="list-style-type: none">- Undergraduate degree in Computer Science, Information Systems, or Information Technology, [4]- IT Audit Certification [4]- Cyber Security certification, [4]- Network Security and I.T Risk Management Certifications, [4]- Penetration Testing Certification. [4]- Professional affiliation [3]	23

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

Key personnel – 11 points per individual up to a maximum of 2 consultants <ul style="list-style-type: none"> - Undergraduate degree in Computer Science, Information Systems, or Information Technology, or equivalent. [3] - IT Audit Certification [3] - Cyber Security certification, [3] - Network Security and I.T Risk Management Certifications, [3] - Related professional affiliation [2] 	22
Specific Experience of team leader 0 - 3 years = [2] 3 – 5 Years = [4] Above 5 Years = [7]	7
Specific Experience of team members 0 - 3 years = [2] 3 – 5Years = [5] Above 5 Years = [6]	12
Gender Balance For every female employee in the team up to a maximum of two people [2]	4
Organizational experience Up to 5 years' post incorporation experience. [1] per year.	5
Banking Sector References (3 references in the last 5 years required)	8
Delivery Timelines Delivery timelines – (12 x wks.) = [4], Greater than 12wks = [2]	4
Proposed Methodology	15
Score	100

EVALUATION SCHEME

Eighty percent (80%) of the evaluation points will be allocated to the technical proposal while twenty (20%) of the points will be allocated to the financial proposal. For a financial proposal of a consultant to be considered, bidder will be required to score at least **80%** on the technical proposal evaluation.

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

- a) Lowest priced proposal will score 100% of the available 20 points on the financial proposal.

- b) All other proposals will be awarded points in accordance with the formula: $20 \times \text{lowest price of all proposals received} / \text{price of proposal being evaluated}$.

The bidder submitting the proposal with the highest composite score (**technical plus financial**) will be selected for opening of negotiations. The leading bidder following the evaluation may be required to make an oral presentation to the evaluation committee of the bank and may then be requested to submit a slightly revised "best and final" proposal with any needed modification to their technical and / or financial proposals.

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

PART 3 CONTRACT

Contract Agreement

Procurement Reference:

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor’s Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity’s Notification of Contract Award;
 - (g) *[Add here any other document(s)].*
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

- 4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.

- 5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed:
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number:

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 7.5	Eligible Countries: All countries are eligible, except for <i>[list countries]</i> .
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be <i>[state name of contact and the location where he/she can be found]</i>.</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i></p>
GCC 19.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall/shall not <i>[delete as appropriate]</i> apply. <i>[Where applicable, state the percentage of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction after which the Contract may be terminated. State the terms of liquidated damages by specifying the details as required in section 88 of the Act.]</i></p>

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

GCC 21.2	<p>Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 <i>[State any special packing requirements]</i></p> <p>The documents to be furnished by the Contractor are:</p> <p><i>[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer's or Contractor's warranty certificate, inspection certificate issued by nominated inspection agency, Contractor's factory shipping details etc]</i></p> <p>Sample provision - For Goods supplied from abroad:</p> <p>Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:</p> <ul style="list-style-type: none">(i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;(iii) two copies of the packing list identifying contents of each package;(iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;(v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies <i>[state whether inspection is required]</i>;(vii) <i>[any other procurement-specific documents required for delivery/payment purposes]</i>. <p>Sample provision - For Goods from within Zimbabwe Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p>
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;
- (iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (iv) four copies of the packing list identifying contents of each package;
- (v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);
- (vii) *[other procurement-specific documents required for delivery/payment purposes].*

The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP)
REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured <i>[state whether as specified in the Incoterms or any alternative arrangement.]</i> .
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: <i>[provide details including the place where the tests will be carried out or delete]</i> .
GCC 24.1	Performance security: The Contractor shall provide a performance security of <i>[state a fixed amount or percentage, which shall be no more than ten (10) per cent]</i> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part <i>[Delete if performance security is not required.]</i>
GCC 24.4	Reduction of performance security <i>[State whether the Performance Security will be progressively reduced in line with the Contractor's progress in delivering or completing the procurement requirement to which the security relates]</i>
GCC 25.1	Warranty: The period of the warranty shall be <i>[state number of]</i> months.
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be <i>[state number of months or days]</i> .
GCC 29.1	Price adjustments: The following price adjustments are applicable <i>[State any arrangements for adjustment of the contract price.]</i>
GCC 30.1	<p>Terms of Payment: The structure of payments shall be:</p> <p><i>Sample provision</i></p> <p>Advance payment: <i>[State whether any advance payment, as defined in section 63 (1) of the Regulations is to be made and any security required or delete this provision.]</i></p> <p>On Delivery: Ninety (90) per cent of the Contract Price shall be paid within a maximum of sixty (60) days of receipt of the Goods and upon submission of the documents specified in GCC Clause 13.</p> <p>On Acceptance: The remaining ten (10) per cent of the Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p>

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP)
REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES

GCC reference	Special Conditions
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable Fee or delete]</i> .

BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP) REFERENCE NUMBER POSB-36-2023

PART 1: PROPOSAL PROCEDURES

Bank Guarantee for Performance Security

[Delete page if no Performance Security is required in the SCC]

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

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

**BIDDING DOCUMENT FOR THE PROVISION OF SWIFT CUSTOMER
SECURITY PROGRAM INDEPENDENT ASSESSMENT (SWIFT CSP)
REFERENCE NUMBER POSB-36-2023**

PART 1: PROPOSAL PROCEDURES
