

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023



**BIDDING DOCUMENT FOR
THE PROVISION OF COURIER SERVICES**

DATE OF ISSUE	21 JULY 2023
CLOSIND DATE	28 AUGUST 2023
CLOSING TIME	1000 HOURS

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Standard Bidding Document for the Procurement of: **PROVISION OF COURIER SERVICES**

Procurement Reference No: **POSB/43/2023**

Procuring Entity: **PEOPLE'S OWN SAVINGS BANK**

Date of Issue: **21 JULY 2023**

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

PART 1: BIDDING PROCEDURES

References

The definitions used in the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (“the Act”), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (“the Regulations”) and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders.

Procurement Reference Number: POSB/43/2023

Preparation of Bids

You are requested to bid for the items described in the Statement of Requirements below, by completing and returning the following documentation:

1. Fully signed Bid Submission in this Part;
2. Valid NSSA Clearance Certificate;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe in the relevant category;
4. A fully signed bid securing declaration
5.
 - 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
6. Three (3) written reference letters from previous or current corporate customers where services of the similar nature have been or are being provided.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority’s website, 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.

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. Where the requirements are divided into lots and packages, only one Bid can be submitted. 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.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 11 August 2023 and should be sent to procurement@posb.co.zw to the attention of **Gibson Sibanda or Kennedy Taonangoro**

Services to be performed, location(s) and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

The Bidder, at the Bidder's own responsibility and risk, is invited to a visit to examine the location(s) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site will be at the Bidder's own expense.

Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore:

1. Have the legal capacity to enter into 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.

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

Participation in this bidding procedure is open to Zimbabwean bidders

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.

Submission of Bids

Bids must be submitted electronically in PDF format to the email address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the Bid.

The Bidder must mark the subject line with the Bidder's name and address and the Procurement Reference Number.

The bids shall be submitted electronically.

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

Date of deadline: **28 August 2023** **Deadline Time: 10.00Hrs**

Submission address: tenders@posb.co.zw

Means of acceptance: **Electronically through email**

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

Bid opening

Due to Covid-19 No bidders and 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 in the Price Schedule included in Part 2: Statement of Requirements.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Bid Security

No bid security for this tender.

Bid Securing Declaration

Bidders must submit a fully signed bid securing declaration.

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 section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their 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 Bid.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Bid Currency:

Bids should be priced in United States Dollars (US\$) and the currency of evaluation will be United States Dollars (USD).

Payment Currency:

Payment will be processed in ZWL at the prevailing willing buyer willing seller rate on the day of payment.

Award of Contract

The lowest evaluated bid, after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this Bidding Document will be recommended for award of the contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

which will be effective until signature of the contract documents in accordance with Part 3: Contract. 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.

The contract will only be valid subject to payment of annual contract administration fees in USD or equivalent in line with SI 193 of 2022.

Right to Reject

The Procuring Entity 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 Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, 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 or coercive practices in competing for the Contract or has been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose debarment and other sanctions under section 74 (1) of the Regulations; and
3. Any conflict of interest on the part of the Bidder must be declared.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

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 Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.

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.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We offer to perform the services listed in the Statement of Requirements to the indicated specifications and standards, 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.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Bid Authorised By:

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

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

Currency of Quotation/Contract: _____

LETTERS/ DOCUMENTS			
Branch /POSB Location	0-100Grams	Over 100 grams to 500grams	Over 100 grams
Harare			
Marondera			
Rusape			
Mutare			
Chipinge			
Bindura			
Kadoma			
Chinhoyi			
Karoi			
Mutoko			
Bulawayo			
Beitbridge			
Victoria Falls			

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Gokwe			
Kwekwe			
Gwanda			
Masvingo			
Mvuma			
Chiredzi			
Zvishavane			

PARCELS				
Branch /POSB Location	0-500Grams	Over 500grams to 1kg	Over 1kg - 5kg	Over 5kg
Harare				
Marondera				
Rusape				
Mutare				
Chipinge				
Bindura				
Kadoma				
Chinhoyi				
Karoi				
Mutoko				
Bulawayo				

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Beitbridge				
Victoria falls				
Gokwe				
Gweru				
Kwekwe				
Gwanda				
Masvingo				
Mvuma				
Chiredzi				
Zvishavane				

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

Note 2: Include any additional costs, such as hire or purchase of equipment to perform the services.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Part 2: Statement of Requirements

The following specific requirements for the provision of courier 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.

People’s Own Savings Banks intends to enter into an Annual Contract (12 calendar months) for the provision of courier services with a service provider with capacity to provide the following services:

NB. The provision of courier services will be performed and required under the below subject matters and requirements:


Subject	Requirement
Services to be performed	<i>Provision of courier services</i>
Location(s)	<i>Various locations within Zimbabwe</i>
Time of performance	<i>The services are to be performed on weekdays, weekends and on public holidays as well</i>
Duration of contract	<i>Annual contract – 12 calendar months</i>
Resources	<i>Financial and commercial capacity</i>
Other requirements	<i>The proposal should have auditability function.</i>

NB. Bidders must provide their distribution network. Failure to submit will lead to automatic disqualification.

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

Garainashe Changunda
Chief Executive Officer

Signature  Date

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

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 of time 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/YY)

Duly authorised for and on behalf of:

Company

Address:

.....

Corporate Seal (where appropriate)

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

{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.}

Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

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 Services, viz., *[insert brief description of Services]* and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively 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;

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

- (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Schedule of Requirements;
 - (e) The Contractor’s Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and 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.
4. In consideration for 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 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 for the performance of the 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:

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

Name:

In the capacity of:

[Title or other appropriate designation]

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority’s website) 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 3.6 and 8.1	<p>Authorised representatives:</p> <ol style="list-style-type: none"> 1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>. 2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.
GCC 7.4	<p>Ineligible countries: Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. <i>[State none if no countries ineligible.]</i></p>
GCC 18.1	<p>Liquidated damages: The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply]</i>.</p>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is <i>[state date or period of time]</i>.</p>
GCC 20.1	<p>Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is <i>[state date or period of time]</i>.</p>
GCC 22.2	<p>Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i>.</p>
GCC 22.3	<p>Payment schedule: The terms of payment shall be <i>[State:</i></p> <ol style="list-style-type: none"> <i>i. For regularly performed services: the specified period (usually one calendar month) for which payment will be made for the total amount of Services performed during that period;</i> <i>ii. For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i>
GCC 23.1	<p>Price adjustment: <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i></p>
GCC 24.2	<p>Payment procedure: <i>[State any other documentation that must accompany the Contractor’s invoice.]</i></p>

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES

Procurement Reference Number: POSB/43/2023

GCC reference	Special Conditions
GCC 28.1	<p>Insurance to be taken out by the Contractor: <i>[The risks and the coverage shall be as follows:</i></p> <ul style="list-style-type: none"> <i>(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of [insert amount and currency];</i> <i>(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(c) professional liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(d) employer’s liability and workers’ compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</i> <i>(e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i> <p style="text-align: right;"><i>[Note: Delete what is not applicable].</i></p>
GCC 30.1	<p>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></p>
GCC 35.1	<p>Performance Security: <i>[State whether a Performance Security is required and, if so, the amount and form of such security, which must not exceed ten (10) percent of the Contract value.]</i></p>