



Simply Possible

PEOPLE'S OWN SAVINGS BANK OF ZIMBABWE (POSB)

REQUEST FOR EXPRESSIONS OF INTEREST

PREQUALIFICATION FOR THE PROVISION OF ENTERPRISE RESOURCE PLANNING SOFTWARE (E.O.I-04-2023)

1.0. BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) wishes to engage interested and qualified service providers registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) to bid for prequalification for the Supply, Installation and Commissioning of Enterprise Resource Planning Software ERP) **that is turnkey and scalable.**

The solution should be able to facilitate integration and interact with other software systems in the bank.

Interested software providers should provide information demonstrating that they have the required capacity, qualifications, technical, financial, commercial, and relevant experience to perform the services.

2.0. PREQUALIFICATION CRITERIA

The service provider must: -

1. Be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of Section 4 of the Public Procurement and Disposal of Public Assets Act Regulations (Statutory Instrument 5 of 2018).
2. Have qualified professional staff and submit qualifications and competencies for the team leader and all other consultants who will be assigned to carry out the tasks

and responsibilities in relation to the provision of Enterprise Resource Planning System (ERP)

3. Have a good appreciation and track record of providing similar solutions to the banking and finance industry and demonstrable experience of the firm in conducting similar assignments of the similar magnitude and scope.
4. Provide evidence giving a description of similar assignments, experience in similar conditions, availability of appropriate skills among staff.
5. Provide a minimum of 3 (three) reference letters from traceable organizations where assignments of similar scope and magnitude have been executed in the immediate past 4 years.
6. Be able to make a power point presentation / demonstration of the proposed solution as part of the prequalification and final bid evaluation.

3.0. SCOPE OF COVERAGE:

An Enterprise Resource Planning (ERP) solution should cover the following areas: -

1. Customer Information Management
2. Operational excellence
3. Procurement life cycle Management
4. Contracts Management
5. Asset Management – Fixed and movable
5. Accounting / General Ledger
6. Human Capital Management
7. Documents Management

4. RESPONSIBILITIES OF SERVICE PROVIDER

The solution provider is expected to:

1. Supply, install, configure, and commission the Enterprise Resource Planning (ERP) solution that is compliant with internationally accepted best practice.

2. Integrate and interface solution with other internal systems in existence.
3. Provide technical training on the configuration, system support and integration.
4. Provide user training on the functions of the solution provided.
5. Indicate the preferable operating environment that the system is compatible with.

5. REQUIRED INFORMATION AND DOCUMENTATION

The following documents should be submitted in support of the information provided:

1. Detailed company profile,
2. Detailed curriculum vitae of personnel who will be involved in the project accompanied by their certified educational and professional certificates.
3. Proof of registration with PRAZ,
4. Certificate of registration of company/Company registration documents
5. A minimum of 3 (three) reference letters from traceable organizations where assignments of similar scope and magnitude have been executed in the past 4 years.

6. ASSOCIATION WITH OTHER BIDDERS

Firms or service providers may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications and this must be disclosed when it happens.

7. SELECTION

A bidder will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018). **Prequalified firms or service providers will be invited to submit their proposals on a separate document based on the Request for Proposals.** The firms submitting suitable proposals will be engaged on the contractual terms set out in that document and in the General Conditions of Contract governing Public Procurement and Disposal of

Public Assets Act (Chapter 22:23). Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe.

Late applications will not be considered, and no liability shall be accepted for loss or late delivery. People's Own Savings Bank (POSB) shall not be responsible for any costs or expenses incurred by firms in connection with preparation or delivery of the application.

8. CLARIFICATION

Clarification of the expression of interest document may be requested in writing by any bidder before 12 September 2023 and should be sent to procurement@posb.co.zw to the attention of Gibson Sibanda or Kennedy Taonangoro.

The Request for Proposal or bidding document shall be issued to successfully prequalified service providers or firms.

9. SUBMISSION OF BIDS

Bids must be submitted electronically in PDF format to the email address given below, no later than the date and time of the deadline below. Late bids will not be considered.

Submission date & Time **22 September 2023 1000hours CAT**

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 Expression of Interest Number and description on the subject line.

10. BID OPENING

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