

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL
PROCUREMENT REFERENCE NO: POSB 14-2024**

**BIDDING DOCUMENT
FOR THE
THE SUPPLY AND DELIVERY MARKETING COLLATERAL
PROCUREMENT REFERENCE NO: POSB 14-2024**

DATE OF ISSUE	08 MARCH 2024
CLOSING DATE	22 MARCH 2024
CLOSING TIME	10.00 HOURS

Procuring Organization: People’s Own Savings Bank

Procurement Reference No: POSB 14/2024

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PART 1: BIDDING PROCEDURES

1.0 BACKGROUND

POSB intends to procure marketing collateral to be used for Roadshows, Sales activations and ZITF gift sets. The Bank invites interested, qualified and experienced bidders to participate in the tender process.

Procurement Reference Number: POSB 14/2024

1.1 Preparation of Bids

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

1. Fully sign Bid Submission Sheet in this Part.
2. the Statement of Requirements in Part 2.
3. A Bid Security of \$1000 United States Dollars, in the form of Bank Guarantee from a **Registered Commercial Bank**.
4. Samples for items where a sample is a mandatory requirement. Failure to submit leads to disqualification.
5. The bidder **MUST** attach the following **MANDATORY** documents.
 - a. Valid Tax clearance certificate ITF 263 (for local bidders).
 - b. Valid VAT Certificate (for local bidders)
 - c. CR14 Current list of Directors.
 - d. Three reference letters from customers they have provided the same services, of similar magnitude, dated not more than three years.

You are advised to carefully read the complete Bidding Document 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.

1.2 Lots and Packages

The requirement is divided into lots and packages as indicated in Part 2, Statement of Requirements. Bidders may bid for more than one lot or package and, and there is no maximum number that they may bid for. Award will be based on per item.

1.3 Number of bids allowed

The bidder is not allowed to 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.

1.4 Clarification

Clarification of the bidding document may be requested in writing by the Bidder before 20 March 2024 1400hrs and should be sent to the Procurement Management Unit, through this email: procurement@posb.co.zw to the attention of Hamunyari Madziwana or Gibson Sibanda.

1.5 Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **90 (ninety)** days from the deadline for the submission of this bid.

1.6 Submission of Bids

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

Bidders are advised to bring in samples ahead of closing time and date. Samples to be brought to Procurement 15th Floor, Causeway Building.

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

Late bids will be rejected. POSB reserves the right to extend the bid submission deadline but will notify the bidder if they have made it beyond the screening stage.

Date of deadline: **22 March 2024** **10.00 hours**

Submission address: tenders@posb.co.zw

Means of acceptance: **Electronically through email**

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

1.7 Bid opening

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

1.8 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.

1.9 Delivery Requirements

The delivery period required (from the date of contract signing) and the destination for delivery are as indicated in the Delivery Schedule in Part 2.

1.10 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 Part 2 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).

1.11 Bid Security

- i. A Bid Security of \$1000 United States Dollars, in the form of Bank Guarantee from a **Registered Commercial Bank** is required for this tender.
- ii. Any bid not accompanied by a Bid Security from a **Registered Commercial Bank** will be rejected by POSB as non-responsive.
- iii. 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.

1.12 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 1.1 of this Tender Document and to confirm that the Bid is administratively compliant in terms of Section 1.1 of this Tender Document.

2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements. Technical evaluation includes inspection of sample provided against 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

1.13 Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price and Technical compliance, the following criteria and methodologies

- i. Delivery schedule: The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- ii. Deviation in payment schedule: The payment is strictly after completion of delivery. Any Bidder proposing a deviation from the schedule may be considered acceptable non-responsive.

1.14 Eligibility and Qualification Criteria

Bidders are required to meet the criteria set out on the *Preparation for Bids* section 1.1 of this tender document to be eligible to participate and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must

- i. have the legal capacity to enter a contract.
- ii. 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.
- iii. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe.
- iv. not have a conflict of interest in relation to this procurement requirement.
- v. Are of Zimbabwean nationality

1.15 Technical Criteria

- i. Bidders are required to provide technical Specifications detailing the minimum specification of the goods tendered.
- ii. Samples of clothing materials and gift sets form part of the technical evaluation criteria.
- iii. For gazebos, foldable chairs and other such big materials, the bank reserves the right to visit supplier premises for inspections.
- iv. Passed 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

1.16 Bid Currency:

Bids should be priced in United States Dollars (US\$)

1.17 Payment Currency:

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

1.18 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. The Bank reserves the right to notify unsuccessful bidders on the outcome of the Evaluation.

1.19 Right to Reject

POSB reserves the right to accept or reject any Bid or to cancel the procurement process at any time prior to contract award.

1.20 Corrupt Practices

The POSB requires that Bidders and Contractors, 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 the sanctions on fraudulent bidders; and
3. any conflict of interest on the part of the Bidder must be declared.

Bid Submission Sheet

{Note to the Bidder: 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 authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorized, 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.

The bidder must mark as "CONFIDENTIAL" information in their Bid 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 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.

Bid Authorized by:

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

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL
PROCUREMENT REFERENCE NO: POSB 14-2024
PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

People's Own Savings Bank intends to Procure various Marketing Collateral. The following specific requirements for the goods 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.

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:

[Last column must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column a-e)]

For this tender samples are requested for all items except **LOT 5**. Items for Lot 5 may require POSB to visit supplier premises for inspection

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL
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 PART 2 STATEMENT OF REQUIREMENTS**

LOT 1 SALES ACTIVATION GIVEAWAYS

a)	b) Product Name/Description	c) Product Code	d) Colour	e) Branding	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>
SALES ACTIVATION GIVEAWAYS					
Merchant Services round neck t-shirts	Custom made high quality combined polyested and cotton t-shirts with sweat management properties.	custom made	black	DDT or Screen print , POSB logo in full colour on front and back	
Microfinance round neck t-shirts	Custom made high-quality 100% durable imported cotton material round neck t-shirts	custom made	orange	DDT or Screen Print of huge POSB product information of the side, front or back plus logo on the chest and on the back	
Digital platforms round neck	Custom made high-quality sweat management material round neck t-shirts	custom made	white	DDT or Screen Print of huge POSB product information of the side, front or back plus logo on the chest and on the back. Print may include splashes	

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL**PROCUREMENT REFERENCE NO: POSB 14-2024****PART 2 STATEMENT OF REQUIREMENTS**

POSB branded round neck	Custom made high-quality 100% durable imported cotton material round neck t-shirts	custom made	main colour orange plus black or white contrast , custom made	DDT or Screen print , POSB logo in full colour on front and back	
POSB branded cap	77g/m2, 100% polyester melange (Extremely durable & crease-resistant) , 6-panel structured peak, 6 rows of stitching, 4 embroidered eyelets, adjustable metal clip closure	6 panel cap	black	Embroidery , POSB logos in full colour	
POSB branded notebooks	Fourth Estate A5 Hard Cover Notebook	NB-9308	black	Screen Print (SB) - POSB full colour logo	
POSB branded pens	Strobe Ball Pen	PEN-1074	orange	Pad Printing (PA) of POSB logo in full colour i.e white and black	
Microfinance branded stationery cases	Altitude Academy Stationery Set	IDEA-55016	orange	Digital Vinyl Sticker (DA), Direct to Print (DP), Pad Printing (PB), Screen Print (SA) of POSB Microfinance logo	

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PART 2 STATEMENT OF REQUIREMENTS

Microfinance branded sunhats	Willow Bush Hat	ALT-CCK	orange	Embroidery , POSB logo in full colour	
Staff midrange golf t-shirts	Custom-made high-quality polyester golf shirts with sweat management properties.	custom made	black and orange custom made contrast	Embroidery, POSB logo in full colour	
Headwraps and Zambia set (POSB @120)	high quality 100% tightly woven cotton, thick zambia/ankara materia	custom made	orange with white and white and black print	wax-resist dyeing technique printing the POSB logo plus @120 years graphics which are to be provided	

LOT 2 ZITF GIVEAWAYS

a)	b) Product Name/Description	c) Product Code	d) Colour	e) Branding	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
Mastercard round neck t-shirt	Custom made high-quality 100% durable imported cotton material round neck t-shirts	custom made	black	DDT or Screen Print of huge POSB product information of the side, front or back plus logo on the chest and on the back	

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL

PROCUREMENT REFERENCE NO: POSB 14-2024

PART 2 STATEMENT OF REQUIREMENTS

Digital channels round neck t-shirt	Custom made high-quality sweat management material round neck t-shirts	custom made	white	DDT or Screen Print of huge POSB product information of the side, front or back plus logo on the chest and on the back. Print may include splashes	
Instant accounts round neck t-shirt	Custom made high-quality 100% durable imported cotton material round neck t-shirts	custom made	orange	DDT or Screen Print of huge POSB product information of the side, front or back plus logo on the chest and on the back	
Merchant Service round t-shirt	Custom made high quality combined polyester and cotton t-shirts with sweat management properties.	custom made	black	DDT or Screen print , POSB logo in full colour on front and back	
Keyrings	Bar-Hopper Bottle Opener Keyholder	KH-7073	silver	Laser Engraving (LB) or the POSB logo	
Pens	Strobe Ball Pen	PEN-1074	orange	Pad Printing (PA) of POSB logo in full colour i.e white and black	
Lanyards	Rhapsody Lanyard	LAN-030	orange	Screen Print (SC), Sublimation (SUB) or Sublimation -	

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				AIDS (SUB) of the POSB, Mastercard and Zimswitch logos in full colour	
Beanie hats	Beacon Hi-Viz Beanie	ALT-2002	orange	embroidery - POSB logo	
Shopper bags	Altitude Expo Non-Woven Shopper	IDEA-0032	orange	SA, DDT-C, DDT-A, DDT-B, DDT-D of POSB logo in full colour i.e. black and white	
Cooler bags	Frostbite 12-Can Cooler	COOL - 5066	black	Screen Print (SB) , full colour POSB full logo	
Flask mugs	Alex Varga Maximus Vacuum Mug - 1.2 Litre	DR-AV-255-B	black	Laser Engraving (LB) - POSB logo	
Gift sets for the CEO's stakeholders	Alex Varga Pacino Double Decker Bag	GF-AV-1055-B	black	Debossing - POSB logo	
Gift sets for the CEO's stakeholders	Alex Varga Immino Gift Set	GF-AV-987-B	black	Debossing - POSB logo	
Zimpost co-branded round neck t-shirt	Custom made high-quality sweat management material round neck t-shirts	custom made	white	DDT or Screen Print of huge POSB and Zimpost logos on the front or back, product information of the side, front or back plus logo on the chest and on the back. Print may	

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PART 2 STATEMENT OF REQUIREMENTS

				include splashes. Full colour	
Zimpost co-branded cap	77g/m2, 100% polyester melange (Extremely durable & crease-resistant) , 6-panel structured peak, 6 rows of stitching, 4 embroidered eyelets, adjustable metal clip closure	6 panel cap	black	Embroidery, POSB and Zimpost logos in full color	

LOT 3 ROADSHOWS REGALIA

a)	b) Product Name/Description	c) Product Code	d) Colour	e) Branding	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
Midrange golf shirts	Custom-made high-quality polyester golf shirts with sweat management properties.	custom made	black and orange custom made contrast	Embroidery, POSB logo in full colour	
Round neck t-shirts	Custom made high-quality sweat management round neck t-shirts	custom made	white	DDT or Screen Print of huge POSB product information of the side, front or back	

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PART 2 STATEMENT OF REQUIREMENTS

				plus logo on the chest and on the back	
Caps	Ritta Cap	Ritta Cap	black	Embroidery, POSB logo in full colour	
Sunhats	Willow Bush Hat	ALT-CCK	black	Embroidery, POSB logo in full colour	
Beanie hats	Nebraska Acrylic Beanie	CAP-1751	black	Embroidery, POSB logo in full colour	

LOT 4 ZITF REGALIA

a)	b) Product Name/Description	c) Product Code	d) Colour	e) Branding	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
Midrange golf shirts 1	Mens Tournament Golf Shirt	ALT-TRM	orange	Embroidery, POSB logo in full colour	
Midrange golf shirts 2	Custom-made high-quality polyester golf shirts with sweat management properties.	custom made	black and orange custom made contrast	Embroidery, POSB logo in full colour	
Round neck t-shirts 1	Custom made high-quality sweat management round neck t-shirts	custom made	white	DDT or Screen Print of huge POSB product information of the side, front or back plus logo on the chest and on the back	

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Round neck t-shirts 2	Custom made high-quality 100% durable imported cotton material round neck t-shirts	custom made	orange	DDT or Screen Print of huge POSB product information of the side, front or back plus logo on the chest and on the back	
Formal Shirt	Ladies Long Sleeve Wildstone Shirt	BAS-7763	black	Embroidery, POSB logo in full colour	
Body warmer	Mens and ladies Utah Bodywarmer	BD-EL-22-A	black	Embroidery, POSB logo in full colour	
Bucket Hat /Sun hat	Willow Bush Hat	ALT-CCK	black	Embroidery, POSB logo in full colour	
Cap	Ritta Cap	Ritta Cap	black	Embroidery, POSB logo in full colour	

LOT 5

a)	b) Product Name/Description	c) Product Code	d) Colour	e) Branding	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>
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**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL
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PART 2 STATEMENT OF REQUIREMENTS

<p>POSB branded gazebo</p>	<p>3m x 3m Printed Gazebo – with Walls 3x3 popup Aluminium frame with hexagonal upright poles Full colour 600D polyester waterproof canopy 3 x Single Sided Full colour 600D polyester walls to fit marquee frame Bag, pegs and ropes Size: 3 x 3m Packaging: soft carry bag Branding: full colour branding on all sides of the gazebo and on one side of each of the side walls</p>	<p>N/A</p>	<p>orange</p>	<p>multiple POSB logos in full colour for the marquee, product graphics in full colour for the side walls</p>	
<p>Foldable table</p>	<ul style="list-style-type: none"> • Trestle table, foldable in half. Fit for exhibition. Folding legs making it into a compact shape • Material : Polypropylene and metal frame • Colour : white • Packaging : comes with a bag for portable carriage • Size : 6ft <p>Height 735mm Width 1800mm Depth 600mm Table Size 6ft Folded Table Size - 900mm x 600mm x 75mm</p>	<p>N/A</p>	<p>white</p>	<p>N/A</p>	

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	Type - Folding Trestle Table Material - Heavy Duty Plastic Top / Metal Frame Finish - Anti-Stain And Spill-Resistant Top Colour - Grey Frame / Off White Table Top Indoor / Outdoor - Indoor/Outdoor Use Waterproof - Yes Style of Display - Folding Table Bag Dimensions - 960mm x 720mm x 90mm				
Exhibition chairs	Material: Made of high-impact polyethylene plastic with metal frame Stain resistant and easy to clean Can be used indoors or outdoors Durable and contoured for comfort •Size: 114*27*47cm •Colour: off white	N/A	white	N/A	
POSB branded tablecloth	Size - 2400mm wide x 760mm deep x 740mm high. Material - Polyester	N/A	orange, black	multiple POSB logos in full colour on some, product graphics in full colour on others	
Telescopic banners (5)	5 x 4m long telescopic banners with single spikes and a cluster stand	N/A	orange	multiple POSB logo play in full colour	

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POSB branded E.Z banner	Tension fabric double-sided E.Z banners with lightweight frame, no plastic joints	N/A	N/A	full colour banner graphic printing	
Zimpost POSB co-branded E.Z banner	Tension fabric double-sided E.Z banners with lightweight frame, no plastic joints	N/A	N/A	full colour banner graphic printing	
Zimpost POSB co-branded tablecloth	Size - 2400mm wide x 760mm deep x 740mm high. Material - Polyester	N/A	orange	multiple POSB plus zimpost logos in full colour on some, product graphics in full colour on others	

Declaration by the Chief Executive Officer.

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

G Changunda **Signature**  **Date**

Chief Executive Officer

Signed on 11 Mar 2024, 9:52 AM CAT

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PART 2 STATEMENT OF REQUIREMENTS

Delivery Schedule

Name of Bidder:

Bidder's Reference
Number:

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

LOT 1 SALES ACTIVATION GIVEAWAYS

Item No	Description of Goods	Qty	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
	SALES ACTIVATION GIVEAWAYS		DDP incoterm for all items	{to be provided by the Bidder}
1	Merchant Services round neck t-shirts	300	7 days from issuance of Purchase Order/Contract	
2	Microfinance round neck t-shirts	200	7 days from issuance of Purchase Order/Contract	
3	Digital platforms round neck	300	7 days from issuance of Purchase Order/Contract	
4	POSB branded round neck	500	7 days from issuance of Purchase Order/Contract	
5	POSB branded cap	500	7 days from issuance of Purchase Order/Contract	
6	POSB branded notebooks	200	7 days from issuance of Purchase Order/Contract	
7	POSB branded pens	7000	7 days from issuance of Purchase Order/Contract	

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8	Microfinance branded stationery cases	200	7 days from issuance of Purchase Order/Contract	
9	Microfinance branded sunhats	200	7 days from issuance of Purchase Order/Contract	
10	Staff midrange golf t-shirts	600	7 days from issuance of Purchase Order/Contract	
11	Headwraps and Zambia set (POSB @120)	520	7 days from issuance of Purchase Order/Contract	

LOT 2 ZITF GIVEAWAYS

Item No	Description of Goods	Qty	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
			DDP INCOTERM FOR ALL ITEMS	<i>{to be provided by the Bidder}</i>
1	Mastercard round neck t-shirt	50	7 days from issuance of Purchase Order/Contract	
2	Digital channels round neck t-shirt	50	7 days from issuance of Purchase Order/Contract	
3	Instant accounts round neck t-shirt	50	7 days from issuance of Purchase Order/Contract	
4	Merchant Service round t-shirt	50	7 days from issuance of Purchase Order/Contract	

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5	Keyrings	750	7 days from issuance of Purchase Order/Contract	
6	Pens	750	7 days from issuance of Purchase Order/Contract	
7	Lanyards	500	7 days from issuance of Purchase Order/Contract	
8	Beanie hats	50	7 days from issuance of Purchase Order/Contract	
9	Shopper bags	50	7 days from issuance of Purchase Order/Contract	
10	Coolerbags	15	7 days from issuance of Purchase Order/Contract	
11	Flask mugs	15	7 days from issuance of Purchase Order/Contract	
12	Gift sets for the CEO's stakeholders	5	7 days from issuance of Purchase Order/Contract	
13	Gift sets for the CEO's stakeholders	5	7 days from issuance of Purchase Order/Contract	
14	Zimpost co-branded round neck tshirt	110	7 days from issuance of Purchase Order/Contract	
15	Zimpost co-branded cap	150	7 days from issuance of Purchase Order/Contract	

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PART 2 STATEMENT OF REQUIREMENTS

LOT 3 ROADSHOWS REGALIA

Item No	Description of Goods	Qty	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
			DDP INCOTERM FOR ALL ITEMS	<i>{to be provided by the Bidder}</i>
1	Midrange golf shirts	25	7 days from issuance of Purchase Order/Contract	
2	Round neck t-shirts	25	7 days from issuance of Purchase Order/Contract	
3	Caps	25	7 days from issuance of Purchase Order/Contract	
4	Sunhats	25	7 days from issuance of Purchase Order/Contract	
5	Beanie hats	25	7 days from issuance of Purchase Order/Contract	

LOT 4 ZITF REGALIA

Item No	Description of Goods	Qty	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
			DDP INCOTERM FOR ALL ITEMS	<i>{to be provided by the Bidder}</i>
1	Midrange golf shirts 1	30	7 days from issuance of Purchase Order/Contract	
2	Midrange golf shirts 2	30	7 days from issuance of Purchase Order/Contract	

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PART 2 STATEMENT OF REQUIREMENTS

3	Round neck t-shirts 1	30	7 days from issuance of Purchase Order/Contract	
4	Round neck t-shirts 2	30	7 days from issuance of Purchase Order/Contract	
5	Formal Shirt	30	7 days from issuance of Purchase Order/Contract	
6	Body warmer	30	7 days from issuance of Purchase Order/Contract	
7	Bucket Hat /Sun hat	30	7 days from issuance of Purchase Order/Contract	
8	Cap	30	7 days from issuance of Purchase Order/Contract	

LOT 5 ROADSHOW EXHIBITION KITS

Item No	Description of Goods	Qty	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
			DDP INCOTERM FOR ALL ITEMS	<i>{to be provided by the Bidder}</i>
1	POSB branded gazebo	4	2 weeks from issuance of Purchase Order/Contract	
2	Foldable table	4	2 weeks from issuance of Purchase Order/Contract	
3	Exhibition chairs	16	2 weeks from issuance of Purchase Order/Contract	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL
 PROCUREMENT REFERENCE NO: POSB 14-2024**

PART 2 STATEMENT OF REQUIREMENTS

4	POSB branded tablecloth	4	2 weeks from issuance of Purchase Order/Contract	
5	Telescopic banners (5)	20	2 weeks from issuance of Purchase Order/Contract	
6	POSB branded E.Z banner	4	2 weeks from issuance of Purchase Order/Contract	
7	Zimpost POSB co-branded E.Z banner	4	2 weeks from issuance of Purchase Order/Contract	
8	Zimpost POSB co-branded tablecloth	4	2 weeks from issuance of Purchase Order/Contract	

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

The Project Site for delivery of the goods is the final destination:

*[1st Floor Cuaseway Building
 Corner 3rd street and Central Avenue]*

Name of Bidder:

Bidder's Reference Number:

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL
 PROCUREMENT REFERENCE NO: POSB 14-2024
 PART 2 STATEMENT OF REQUIREMENTS**

List of Goods and Price Schedule

Currency of Bid...**USD ALL PRICES VAT INCLUSIVE**

LOT 1 SALES ACTIVATION GIVEAWAYS

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
1	Merchant Services round neck t-shirts	300	<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
2	Microfinance round neck t-shirts	200		
3	Digital platforms round neck	300		
4	POSB branded round neck	500		
5	POSB branded cap	500		
6	POSB branded notebooks	200		
7	POSB branded pens	7000		
8	Microfinance branded stationery cases	200		
9	Microfinance branded sunhats	200		
10	Staff midrange golf t-shirts	600		
11	Headwraps and Zambia set (POSB @120)	520		

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL**PROCUREMENT REFERENCE NO: POSB 14-2024****PART 2 STATEMENT OF REQUIREMENTS****LOT 2 ZITF GIVEAWAYS**

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
1	Mastercard round neck t-shirt	50	<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
2	Digital channels round neck t-shirt	50		
3	Instant accounts round neck t-shirt	50		
4	Merchant Service round t-shirt	50		
5	Keyrings	750		
6	Pens	750		
7	Lanyards	500		
8	Beanie hats	50		
9	Shopper bags	50		
10	Coolerbags	15		
11	Flask mugs	15		
12	Gift sets for the CEO's stakeholders	5		
13	Gift sets for the CEO's stakeholders	5		
14	Zimpost co-branded round neck tshirt	110		
15	Zimpost co-branded cap	150		

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL

PROCUREMENT REFERENCE NO: POSB 14-2024

PART 2 STATEMENT OF REQUIREMENTS

LOT 3 ROADSHOWS REGALIA

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
1	Midrange golf shirts	25	<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
2	Round neck t-shirts	25		
3	Caps	25		
4	Sunhats	25		
5	Beanie hats	25		

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL**PROCUREMENT REFERENCE NO: POSB 14-2024****PART 2 STATEMENT OF REQUIREMENTS****LOT 4 ZITF REGALIA**

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
1	Midrange golf shirts 1	30	<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
2	Midrange golf shirts 2	30		
3	Round neck t-shirts 1	30		
4	Round neck t-shirts 2	30		
5	Formal Shirt	30		
6	Body warmer	30		
7	Bucket Hat /Sun hat	30		
8	Cap	30		

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY MARKETING COLLATERAL**PROCUREMENT REFERENCE NO: POSB 14-2024****PART 2 STATEMENT OF REQUIREMENTS****LOT 5**

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	POSB branded gazebo	4		
2	Foldable table	4		
3	Exhibition chairs	16		
4	POSB branded tablecloth	4		
5	Telescopic banners (5)	20		
6	POSB branded E.Z banner	4		
7	Zimpost POSB co-branded E.Z banner	4		
8	Zimpost POSB co-branded tablecloth	4		

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

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: Include any additional costs, such as installation or commissioning.

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

SAMPLE SUBMISSION FORM

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and Related Services must comply with the Technical Specifications and Standards:

ITEM DESCRIPTION	SAMPLE SUBMITTED (to be completed by bidder) yes/no	Sample accepted yes or no (To be completed by POSB)	Reason for rejection

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

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