

**BIDDING DOCUMENT FOR THE PROCUREMENT OF ROADSHOW TRUCK HIRE  
PROCUREMENT REFERENCE NO: POSB 16/2024**

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<b>DATE OF ISSUE</b>	<b>11 MARCH 2024</b>
<b>CLOSING DATE</b>	<b>03 APRIL 2024</b>
<b>CLOSING TIME</b>	<b>10.00 HOURS</b>

**PROCURING ENTITY: PEOPLE'S OWN SAVINGS BANK**

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# **BIDDING DOCUMENT FOR THE PROCUREMENT OF ROADSHOW TRUCK HIRE PROCUREMENT REFERENCE NO: POSB 16/2024**

## **PART 1: BIDDING PROCEDURES**

### **1.0 BACKGROUND**

The Bank intends to conduct Marketing roadshows in Bulawayo and Masvingo cities. Accordingly, the Bank extends this invitation to reputable service providers to participate in the tendering process.

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### **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 completed Statement of Requirements in Part 2.
3. A bid securing declaration in the format specified in this Part.
4. The bidder **MUST** attach the following **MANDATORY** documents.
  - a. Valid Tax clearance certificate ITF 263.
  - b. Valid VAT Certificate.
  - c. CR14 Current list of Directors.
  - d. Three Reference letters from clients to whom similar services were provided in the past five (5) 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 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.

### **1.3 Clarification**

Clarification of the bidding document may be requested in writing by the Bidder before 26 March 2024 1400hrs and should be sent to the Procurement Management Unit, through this email: [procurement@posb.co.zw](mailto:procurement@posb.co.zw) to the attention of Hamunyari Madziwana or Gibson Sibanda.

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**1.4 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.

**1.5 Submission of Bids**

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

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: **03 April 2024** **10.00 hours**

Submission address: [tenders@posb.co.zw](mailto: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 on the tender.**

**1.6 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.

**1.7 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.

**1.8 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.

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## **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. Itinerary for the roadshows is provided and these are the delivery dates, unless or otherwise different dates are negotiated with the winning bidder

## **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 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 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 POSB's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

## **1.12 Bid Securing Declaration**

Any bid not accompanied by a Bid Securing Declaration where this is a requirement of bidding, will be rejected by POSB 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.

## **1.13 Evaluation of Bids**

Bids will be evaluated using the following methodology:

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1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of the Bidder in terms of Section 1.1 and Section 1.11 of this bidding documents
  2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements. A bidder can be awarded both lots provided they meet the administrative and technical requirements.
  3. Financial evaluation to determine the evaluated price of bid and due diligence
- Failing any stage of the evaluation process will lead to automatic disqualification and the bid will not be considered for subsequent stages.

**1.14 Evaluation criteria**

The Bids will be examined to confirm that all terms, conditions, and requirements of the bidding document have been complied with by the Bidder. The assessment of responsiveness shall be determined in accordance with the criteria set out on the **Preparation for Bids** section of this tender document.

**1.15 Eligibility and Qualification Criteria**

Bidders are required to meet the criteria set out on the **Preparation for Bids** section 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

1. have the legal capacity to enter 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. not have a conflict of interest in relation to this procurement requirement.
4. Have fulfilled Zimra tax requirements.
5. have the nationality of an eligible country.

**1.16 Bid Currency:**

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

**1.17 Payment Currency:**

**Payment will be processed in ZWL at Willing Buyer Willing Seller rate on date 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.

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**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.

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**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.*

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:**

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



**BIDDING DOCUMENT FOR THE PROCUREMENT OF ROADSHOW TRUCK HIRE**

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**PART 2 STATEMENT OF REQUIREMENTS**

**2 PART 2: STATEMENT OF REQUIREMENTS**

People's Own Savings Bank intends to engage the reputable service providers for the provision of roadshow truck hire. The following specific requirements for the 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.

<b>Item Description</b>	<b>Unit of measure</b>	<b>Quantity</b>
<b>ROADSHOW TRUCK HIRE Masvingo 17-20 May 2024</b>	Each	1
<b>ROADSHOW TRUCK HIRE Bulawayo 3-6 May 2024</b>	Each	1

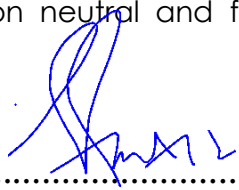
**Specific Requirements**

<b>Subject</b>	<b>Requirement</b>
<b>Services to be performed</b>	Provision of a fully equipped 15-ton truck for Roadshow activities
<b>Commencement of contract</b>	The contract will commence from date of signature by bidder
<b>Supervision of performance</b>	The performance of the bidder will be supervised by POSB PMU in conjunction with the Marketing department.

**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 14 Mar 2024, 4:07 AM CAT

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**PART 2 STATEMENT OF REQUIREMENTS**

**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:*

*[Columns a and b are completed by POSB. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]*

<b>a</b>	<b>b</b>	<b>c</b>
<b>Lot No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</b>
1	<p><b>Bulawayo Roadshow truck hire and branding with the following details and specifications:</b></p> <ul style="list-style-type: none"><li>· Truck size: at least 15 tons</li><li>· Truck with digital screen plus branding on the interior and exterior</li><li>· To include mobilization vehicle</li><li>· To include MC, DJ &amp; at least 3 activators,</li><li>· To include police and other required clearances,</li><li>· To include PA system and power source e.g. generator</li><li>· Itinerary: 4 days from 3 to 6 May 2024 in and around Bulawayo. See the attached itinerary for the dates and locations.</li><li>· Timelines: The supplier should be able to complete preparations within 5 days</li></ul>	

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**PART 2 STATEMENT OF REQUIREMENTS**

	<p>from receipt of the purchase order.</p> <p><b>NB: Bidders should provide comprehensive and detailed quotations.</b></p>	
<p>2</p>	<p><b>Masvingo Roadshow truck hire and branding with the following details and specifications:</b></p> <ul style="list-style-type: none"> <li>· Truck size: at least 15 tons</li> <li>· Truck with digital screen plus branding on the interior and exterior</li> <li>· To include mobilization vehicle</li> <li>· To include MC, DJ &amp; at least 3 activators,</li> <li>· To include police and other required clearances,</li> <li>· To include PA system and power source e.g. generator</li> <li>· Itinerary: 4 days from 17 to 20 May 2024 in and around Masvingo. See the attached itinerary for the dates and locations.</li> <li>· Timelines: The supplier should be able to complete preparations within 5 days</li> </ul> <p>from receipt of the purchase order.</p> <p><b>NB: Bidders should provide comprehensive and detailed quotations.</b></p>	

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column c.**

**BIDDING DOCUMENT FOR THE PROCUREMENT OF ROADSHOW TRUCK HIRE****PROCUREMENT REFERENCE NO: POSB 16/2024****PART 2 STATEMENT OF REQUIREMENTS****List of Services and Price Schedule**

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

Currency of Quotation/Contract:     **USD**    

People's Own Savings Bank intends to Procure hiring of a fully equipped 15-ton truck for Roadshow activities. Bidders are required to complete the Price schedule below and provide all costs that make up the total price.

<b>Lot No<sup>1</sup></b>	<b>Description of Services</b>	<b>Unit of measure</b>	<b>Input Quantity</b>	<b>Unit Rate</b>	<b>Total Price<sup>2</sup></b>
1	Bulawayo Provision of a fully equipped 15-ton truck hire for Roadshow activities	Each	1		
				<b>Other additional costs</b>	
				<b>Total</b>	

<b>Lot No<sup>1</sup></b>	<b>Description of Services</b>	<b>Unit of measure</b>	<b>Input Quantity</b>	<b>Unit Rate</b>	<b>Total Price<sup>2</sup></b>
2	Masvingo Provision of a fully equipped 15-ton truck hire for Roadshow activities	Each	1		
				<b>Other additional costs</b>	
				<b>Total</b>	

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.

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

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.

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**PART 2 STATEMENT OF REQUIREMENTS**

**Proposed Methodology, Work Plan and Schedule**

*{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}*

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**PART 2 STATEMENT OF REQUIREMENTS**

**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 POSB 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 POSB 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.

<b>Signed</b> .....	<b>Name:</b> .....
.....	
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY) <b>Duly authorized</b>
<b>for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
<b>Corporate Seal (where appropriate)</b>	

**Bank Guarantee for Performance Security**

*[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe*

Contract No:

Date:

To:

[Name and address of People's Own Savings Bank

**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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