

**BIDDING DOCUMENT FOR THE PROCUREMENT OF NOTE COUNTING MACHINES.
PROCUREMENT REFERENCE – POSB-25-2024**



**BIDDING DOCUMENT FOR
THE PROCUREMENT OF NOTE COUNTING MACHINES.
POSB-25-2024**

DATE OF ISSUE13 MAY 2024

CLOSING DATE.....31 MAY 2024

CLOSING TIME10.00 HOURS

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PART 1: BIDDING PROCEDURES

BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) intends to procure note counting machines for use in its banking halls. Accordingly, the bank extends its invitation to reputable suppliers of such hardware to participate in this tendering process.

Procurement Reference – Competitive Tender Number: POSB-25-2024

Preparation of bids:

You are requested to bid for the provision of note counting machines as specified in the Statement of Requirements provided in this document by completing and returning the following documents and information: -

1. Fully signed Bid Submission Sheet as guided by the template provided in the bid document.
2. The Statement of Requirements in Part 2.
3. **A bid security of USD\$5000.00 in the form of a bank guarantee from a registered commercial bank or a deposit with POSB.**
4. Samples of note counting machines should be availed for demonstration at the time of tender opening.
5. The bidder **MUST** attach the following **MANDATORY** documents: -
 - a. Legal documents - Certificate of Incorporation,
 - b. CR6 or CR14 form
 - c. Tax clearance certificate (ITF 263)
 - d. Company Profile
 - e. Valid VAT certificate
 - f. Valid proof of confirmation that all contributions or payments due under the National Social Security Act (Chapter 17.04) are fully paid.
6. **Bidders must state the validity period (minimum of 90 days)**
7. Reference letters from at least 3 x banks or financial Institutions indicating that the supplier has successfully delivered good note counting machines to them.
8. Signed confirmation that the company is not debarred from bidding for any tenders.
9. A stamped bank statement showing transactions for the past three months.
10. **Relevant documents to show authorization as a dealer from Manufacturer of the note counting machines.**
11. Detailed Company Profile.

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.

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Lots and Packages

The requirement is comprised of a single lot.

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. 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.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 24 May 2024 and should be sent to procurement@posb.co.zw to the attention of Kennedy Taonangoro or Gibson Sibanda

Pre-bid meeting

As the scope of work is clearly defined there will not be a pre-bid meeting.

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. The bid validity must be clearly stated. Bids that do not clearly indicate the bid validity will be disqualified.

Submission of Bids documents.

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

Late bids will be rejected. POSB reserves the right to extend the bid submission deadline but will notify all potential bidders through its website address www.posb.co.zw of any amended bid submission deadline.

Date of deadline:	31 May 2024	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.

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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.

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.

Delivery Requirements

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

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 the Statement of Requirements.

Bid Security

The Bidder must attach their refundable Bid Security of **US\$5,000,00** or equivalent valid for 90 days together with their bid.

The following options are available for payment of refundable bid bond security.

First Option: - The bid security shall be deposited into a POSB bank account with the following details.

NAME OF BANK: People's Own Savings Bank (POSB)

ACCOUNT NAME: RTGS SUSPENCE USD FINANCE

ACCOUNT NUMBER: 700000012331

Proof of deposit should be included in the bid document. The bid sum will be refunded to unsuccessful bidders as soon as performance bond is received, or contract signed with the winning bidder.

Second Option: - A bank guarantee from any **Registered Commercial Bank**. **Bid bond guarantees from deposit taking micro-finance banks/institutions will not be accepted and will lead to automatic disqualification.** Documentary proof of bid bond guarantee must be included in the tender documents.

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Any bid not accompanied by a Bid bond Security will be rejected by the Procuring Entity as non-responsive.

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.

Performance Security

A 10% refundable performance security may be required from the winning bidder within 7 working days calculated from the date of notice of tender award. Bid bonds will be released upon receipt of performance bond from the winning bidder or as soon as contract is concluded with winning bidder.

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 this document and to confirm that the Bid is administratively compliant.
2. Technical evaluation to determine 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 compliant bid.

Evaluation criteria

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 in the preparation of bids section of this tender document.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria set out in the Preparation of Bids section of this tender document to be able to participate and to be qualified for the proposed contract. Bidders 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. 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.

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Bid Currency:

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

Payment Currency:

Payment will be processed in ZIG using the willing buyer willing seller rate prevailing on the date of payment processing.

Award of Contract

The lowest evaluated bid, which is substantially responsive to the requirements of this bidding document will be recommended for 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. Unsuccessful bidders will be advised of the successful bidder/s and details of the proposed prices by the successful bidder/s.

Right to Reject

POSB 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 People’s Own Savings Bank requires that bidders, 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 sanctions on fraudulent or collusive bidders in terms of its procurement policy.
3. 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.

Signed  Date.....
G. Changunda
CHIEF EXECUTIVE OFFICER

Signed on 9 May 2024, 1:17 PM CAT

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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 **will 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 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 provide the goods 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 within the bid validity period.

Bid Authorised by:

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

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PART 2 STATEMENT OF REQUIREMENTS

The People’s Own Savings Bank (POSB) intends to procure note counting machines for use at its banking halls and cash distribution centres. The following specific requirements for the note counting machines complement, supplement, or amend the provisions of the bidding procedures. Whenever there is a conflict, please be guided by the specifications given below.

Requirement Description and/ or specifications	Quantity
<p><u>HEAVY DUTY NOTE COUNTER SPECIFICATIONS</u></p> <p>The note counters should have the following capacities/abilities.</p> <ol style="list-style-type: none"> 1. Can count different denominations all in mixed note mode. 2. Currency auto detect, able to pick mixed denomination notes. 3. Have a minimum of two pockets - note counter and sorter that does not stop counting when a suspicious note is found – it just put this note into the reject pocket. 4. Ultraviolet, Magnetic, Infra-Red, serial number reading and recording. 5. In the count mode the counter must pick up different notes in a bundle of one denomination notes. It must also be able to separate mixed notes. 6. Different Currencies (ZAR, USD, ZIG, PULA, POUND etc.) 7. Sensor. 8. counterfeit detection system (MG / UV / IR / IMAGE / 3D) 9. Mixed value, sort & single value counting 10. Pattern recognition for notes. 11. Smooth counting mechanism (even soiled and damaged notes) 12. Counting Speed of at list 1000 notes/min 13. Hopper Capacity: 500 notes 14. Stacker Capacity: 200 notes 15. Can be used in the selection of ATM fit notes. 	30

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List of goods 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: _____

Item No ¹	Description of goods	Quantity	Unit of Measure	Unit Rate	Total Price ²
1	Note Counting Machines	30	Per unit		
				Other additional costs	
				VAT	
				Total	

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.

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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 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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