

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024



**BIDDING DOCUMENT FOR
THE PROVISION OF ARMED UNIFORMED SECURITY
GUARDS AND OCCASIONAL CASH IN TRANSIT SERVICES**

DATE OF ISSUE13 MAY 2024

CLOSING DATE.....31 MAY 2024

CLOSING TIME10.00 HOURS

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PROCUREMENT REFERENCE – POSB-24-2024

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

PART 1: BIDDING PROCEDURES

BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) intends to engage service providers for the Provision of Armed Uniformed Security Guards and Occasional Cash in Transit Services (CIT). Accordingly, the bank extends its invitation to reputable Security Services providers to participate in this tendering process.

Procurement Reference – Competitive Tender Number: POSB-24-2024

You are requested to bid for the provision of security and Cash in Transit services as specified in the Statement of Requirements provided in this document by completing and returning the following documents and information: -

Preparation of Technical Proposals: -

Technical proposals should contain 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\$3,000.00.**
4. 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
5. CVs of key staff.
6. Bidders must have been in operation for a period of at least 5 years in the provision of security and cash in transit services.
7. Bidders must state the validity period (minimum of 90 days)
8. Provide a brief methodology for performing the services.
9. A workplan, showing the inputs of all key staff.
10. Reference letters from at least four Commercial Banks with evidence of providing guard services at banking halls for more than two successive years during the past 5 years of which 2 must be current deployments with not less than 10 postings per contract. Letters must clearly state date of contract and expiry. Sports Clubs and Residential deployments will not be considered.
11. Proof of Insurance Cover (At least USD\$5million for guard services and at least US\$10 million for CIT services)

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

12. Valid Proof of licensing by the Regulatory Authority in Zimbabwe (Ministry of Home Affairs) and membership of any one of the recognized security organizations i.e. ZINSA, SAZ etc.
13. Valid proof of confirmation that all contributions or payments due under the National Social Security Act (Chapter 17.04) are fully paid. (Manpower covered under the scheme must not be less than 100)
14. Proof of ISO certification for the provision of armed uniformed security services.
15. Evidence of Regular Guard Services Training and retraining (Attach Certificates)
16. Evidence of Firearm licensing. (Attach at least 40 copies of magazine-based firearm licenses)
17. Proof of availability of deployment and supervision motor vehicles/motor bikes.
18. Please provide evidence such as registration books for at least 15 motor vehicles or motor bikes in the company name. These vehicles should be in good working order. The bank reserves the right to inspect the motor vehicles as per submitted vehicle registration books.
19. Proof of ability to provide adequate and appropriate kitting (suits) for security guards manning banking halls.
20. Proof of ability to provide guard services for all the listed branches. (Provide physical addresses and contacts of regional offices)
21. Provide company documentation demonstrating a going concern i.e Audited Financial statements for the previous 2 years.
22. Bidders must have a control room manned 24 hours and must attach proof of licensing with Portraz for the wireless transmitters.
23. Pricing must be based on the most recent NEC agreements and any incentives offered must be clearly spelt out. (Attach cost structure as evidence to show how pricing has been determined.)
24. Each guard post must be operated in line with the labour rules governing the deployment of guards and hours per week.
25. The bank's evaluating committee will perform site visits for all the shortlisted bidders.
26. Signed confirmation that the company is not debarred from bidding for any tenders.
27. A stamped bank statement showing transactions for the past three months.
28. The bidder must not have a conflict of interest in relation to this procurement requirement. A properly signed declaration of non-conflict must be provided by the bidder as part of the bid.

NB: For bidders who were once engaged by the Procuring entity, their previous performance will be used as part of evaluation criteria should they respond to this tender.

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.

Lots and Packages

The requirement comprises two (2) lots including provision of CIT services as indicated in Part 2, Statement of Requirements. Bidders are free to bid for both lots.

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

Number of bids allowed.

No Bidder may submit more than one Bid on the same lot, 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 for each lot. 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. Participation in this bidding procedure is open to Zimbabwean bidders only.

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

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

Date of deadline:	31 May 2024	Deadline Time: 10.00Hrs
Submission address:	tenders@posb.co.zw	
Means of acceptance:	Electronically through email	

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

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 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.

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. Prices quoted must include all relevant equipment and accessories required to perform security services efficiently like firearms, uniforms, button sticks, handcuffs, whistle etc.

Bid Security

The Bidder must attach their refundable Bid Security of **US\$3,000,00** 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.

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

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% 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.

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

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.

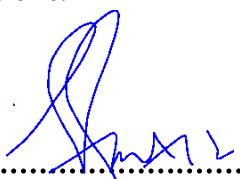
Corrupt Practices

The People’s Own Savings Bank requires that bidders 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 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, 1:02 PM CAT

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

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 services 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:	
.....	

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

PART 2 STATEMENT OF REQUIREMENTS

The following specific requirements for the Non-Consulting 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.

Subject	Requirement
Services to be performed	Provision of Uniformed Armed Security guards and Ad hoc Cash in Transit Services (CIT)
Location(s)	As indicated on the provided schedules.
Time of performance	As indicated per schedules
Duration of contract	+/-2 years calculated from the date of last signature on contract subject to annual reviews which are dependent on performance. The contract to end on 31 May 2026
Manpower	As Indicated per schedule
Equipment	As indicated per schedule
Resources	As indicated in the RFP
Other requirements	As outlined in the RFP
Supervision of performance	POSB security department and supplier's own supervisors to check on performance.

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

LOT 1

<u>MATEBELELAND. MIDLANDS AND MASVINGO</u>		
BULAWAYO MAIN	1X 12 HOUR BANKING HALL	Firearm handcuffs and button stick
	1X 24 HOUR ATM	Firearm handcuffs and button stick
FORT STREET	1 X12 HOUR BANKING HALL	Firearm handcuffs and button stick
	1 X24 HOUR ATM	Firearm handcuffs and button stick Firearm handcuffs and button stick
HAYLET HOUSE	1X 12 HOUR BANKING HALL	Firearm handcuffs and button stick
	1 X24 HOUR ATM	Firearm handcuffs and button stick
ASCOT	1X 24 HOUR DAY AND NIGHT	Firearm handcuffs and button stick
GWANDA	1 X24 HOUR DAY AND NIGHT	Firearm handcuffs and button stick
BEITBRIDGE	1 X24 HOUR DAY AND NIGHT	Firearm handcuffs and button stick
VICTORIA FALLS	1 X24 HOUR DAY AND NIGHT	Firearm handcuffs and button stick
GWERU	1X 12 HOUR BANKING HALL	Firearm handcuffs and button stick
	1 X24 HOUR ATM	Firearm handcuffs and button stick
	1x SHOPFLOOR FOR ESTEEM	Firearm handcuffs and button stick
CHIREDDZI	1X 24 HOUR ATM	
	1X 12 HOUR BANKING HALL	Firearm handcuffs and button stick
MASVINGO	1 X12 HOUR BANKING HALL	Firearm handcuffs and button stick
	1 X24 HOUR ATM	Firearm handcuffs and button stick
MVUMA	1X 24 HOUR DAY AND NIGHT.	Firearm handcuffs and button stick
ZVISHAVANE	1 X 24 HOUR DAY AND NIGHT	Firearm handcuffs and button stick

**The bank reserves the right to adjust deployment levels according to situational needs.*

LOT 2

CIT TENDER

From time to time the bank will request ad-hoc CIT services at its regional and country branches.

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

Harare, Bulawayo, Gweru, Masvingo, Chiredzi, Chipinge, Mutare, Rusape, Marondera, Mutoko, Bindura, Chinhoyi, Karoi, Kadoma, Kwekwe, Gokwe, Victoria Falls, Zvishavane, Gwanda and Beitbridge.

Bidders are invited to submit their proposals as follows: -

Cost of local run.

Mileage per kilometer

Crew time where this is necessary.

Hire of boxes

Charge for seals.

For CIT Bidders must show proof of insurance cover of a minimum of USD\$10 million per carry.

Bidders must show presence in the regional offices.

Bidders must attach proof of availability of approved CIT vehicles (At least 15 vehicle registration books in the name of the company are a must.

**BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.
PROCUREMENT REFERENCE – POSB-24-2024**

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: _____

Item No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price ²
				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.

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.

PROCUREMENT REFERENCE – POSB-24-2024

Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to execute the Services, the associated resources and the schedule for implementation.}

BIDDING DOCUMENT FOR THE PROVISION OF ARMED UNIFORMED SECURITY GUARDS AND ADHOC CASH IN TRANSIT SERVICES.
PROCUREMENT REFERENCE – POSB-24-2024

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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