

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---



**BIDDING DOCUMENT FOR  
THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS  
FOR MEETINGS.**

**POSB-27-2024**

**DATE OF ISSUE .....13 MAY 2024**

**CLOSING DATE.....31 MAY 2024**

**CLOSING TIME .....10.00 HOURS**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

**Table of Contents**

**Part 1: Bidding Procedures and Bid Submission Sheet**

**Part 2: Statement of Requirements**

**Part 3: Contract**

# BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS

PROCUREMENT REFERENCE NO: POSB 27-2024

---

## PART 1: BIDDING PROCEDURES

### BACKGROUND

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

### Procurement Reference – Competitive Tender Number: POSB-27-2024

#### Preparation of bids:

You are requested to bid for the provision of interactive boards 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. **Completed and Signed Bid Securing Declaration Form.**
4. Product fact/specification sheet.
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. 3 Reference letters from previous customers confirming that the bidder successfully delivered interactive boards of similar specifications.
8. Signed confirmation that the company is not debarred from bidding for any tenders.
9. **Relevant documents to show authorization as a dealer from Manufacturer of the interactive boards**
10. 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.

#### Lots and Packages

The requirement is comprised of a single lot.

# BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS

PROCUREMENT REFERENCE NO: POSB 27-2024

---

## 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 [hmmadziwana@posb.co.zw](mailto:hmmadziwana@posb.co.zw) and [procurement@posb.co.zw](mailto:procurement@posb.co.zw) to the attention of Hamunyari Madziwana 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](http://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](mailto: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.**

## 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.

# **BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

## **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 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.

## **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

# **BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

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.

## **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.

## **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.

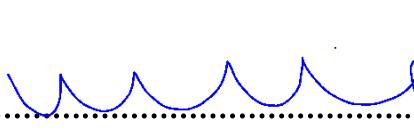

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

**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 13 May 2024, 10:06 AM CAT

Signed on 13 May 2024, 10:06 AM CAT

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

**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.*

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:**

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

**PART 2 STATEMENT OF REQUIREMENTS**

The People’s Own Savings Bank (POSB) intends to procure interactive boards for meetings. The following specific requirements for the interactive boards complement, supplement, or amend the provisions of the bidding procedures. Whenever there is a conflict, please be guided by the specifications given below.

*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)]*

<i>a</i>	<i>b</i>	<i>c</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
<b>Requirement</b>	<b>Purchase Requisition for Interactive Boards for meeting</b>	
<b>General Requirements</b>	The All-in-one terminal should include: <ul style="list-style-type: none"> <li>➤ Interactive Panel;</li> <li>➤ Video conference codec;</li> <li>➤ Built-in Speaker;</li> <li>➤ Built-in microphone;</li> <li>➤ Built-in camera.</li> <li>➤ Harmony or Android 9 OS</li> </ul> Pluggable module to support windows Apps	
	System configuration: 8 core CPU, 12 GB RAM, 64GB Flash	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	Wall mount or rolling mount stands	
	Projection Dongle which support wi-fi	
	Able to support multiple projection methods	
	Remote control	
<b>Touch Screen Requirements</b>	86-inch D-LED touch screen, 4K resolution	
	Zero-gap bonding	
	Supports anti-glare (AG).	
	Automatically adjusts screen brightness based on light sensing.	
	Support Optical anti-blue light to protects eyes	
	Screen protection up to physical toughened Mohs 7	
	The color gamut is not less than 85% NTSC	
	Typical contrast ratio: 1200: 1. Typical brightness: 350 nits	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item 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>
	Screen touch sensing $\leq 2\text{mm}$	
	Screen writing Latency $\leq 16\text{ms}$	
<b>Camera Requirements</b>	4K 30fsp UHD built-in camera.	
	Horizontal viewing angle: $80^\circ$ , vertical viewing angle: $50^\circ$	
	Must have a built-in privacy cover to physically close the camera.	
	Support Auto-framing, automatically adjusts the camera based on the location of the participants. The camera should be able to display all participants in a panoramic view and ensures that the participants are displayed in the center.	
	Support Voice tracking, automatically switch to the close-up picture of speaker without manual intervention. If two people speak alternately, close-ups of the two people are displayed at the same time.	
<b>Microphone Requirements</b>	At least 12 built-in microphone arrays	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	The sound pickup radius at least 12 meters, and the sound pickup angle: 180°.	
	Support Acoustic baffle to eliminate the impact of environmental noise during the meeting.	
	80kHz - 20 kHz audio pickup frequency range	
	Support sound source location, Acoustic echo cancellation (AEC), automatic gain control (AGC), and automatic noise reduction (ANR),	
<b>Speaker Requirements</b>	4 built-in speakers, frequency response range:100Hz-20KHz, total power not less than 40 W	
<b>Camera Requirements</b>	4K 30fsp UHD built-in camera.	
	Horizontal viewing angle: 80°, vertical viewing angle: 50°	
<b>Interface Requirements</b>	Video In: 1 x HDMI 2.0 (4K60) Video Out: 1 x HDMI 2.0 (4K60)	
	Audio In: 1 x 3.5mm Audio Out: 1 x 3.5mm	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	1 x Omni-directional microphone port, support the cascading of two microphones.	
	3 x USB Type-A 3.0, support USB flash drive, mouse, keyboard, microphone, speaker, remote control and wireless dongle for projection.	
	1 x USB Type-C, support USB flash device, wireless dongle for projection.	
	1 x 10/100/1000M RJ45 port	
	1 x COM port (RJ45)	
	1 x TOUCH port	
	1 x OPS slot for PC module.	
	Wi-Fi 5 and Wi-Fi 6, IEEE802.11a/b/g/n/ac/ax network protocol	
	Wi-Fi 2.4 GHz and 5 GHz dual-band. Wi-Fi hotspot and Wi-Fi client can be enabled at the same time.	
<b>OPS Module Requirements</b>	The performance should be no less than I7-10700, 16G DDR4 RAM, and 512G SSD.	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	<p>Interface:</p> <p>Video out: 1 x HDMI 1.4, 1 x DP 1.2.</p> <p>Audio in: 1 x 3.5mm.</p> <p>Audio out: 1 x 3.5mm.</p> <p>USB: 3 x USB Type-A 3.0, 3 x USB Type-A 2.0.</p>	
	Windows 10 enterprise operating system.	
<b>Whiteboard Requirements</b>	Writing latency no more than 16ms	
	The built-in whiteboard supports handwriting, drawing, erasing, marking, saving and zooming the whiteboard. The background color can be changed.	
	The whiteboard supports page turning. A maximum of 100 pages are supported	
	Selectable pen type: pencil, pen, and highlighter. Pen color: color palette.	
	Full-screen annotation: You can take a screenshot of any screen to enter the whiteboard annotation	
	The contents of the whiteboard can be saved locally and edited when you open it for the second time,	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	saved in an external USB flash memory, sent to an email or scan the QR code to take away.	
	The electronic whiteboard should support hand-writing and graphics recognition	
	The whiteboard supports images insertion.	
<b>Projection Requirements</b>	Wired projection through HDMI cable. Projection resolution support up to 1080p60fps and 4K30fps.	
	Wired projection through USB Type-C cable. Projection resolution support up to 1080p60fps and 4K30fps. When PC is projected to the device, the device can control the PC reversely without extra cables.	
	Wireless projection with projection APP on PC or mobile phone by entering the projection code. Projection resolution support up to 1080p60fps and 4K15fps. When PC is projected to the device, the device can control the PC reversely.	
	Wi-Fi Direct projection. Users do not need to configure a Wi-Fi router or change the network of their mobile phones or PCs during screen projection. Projection resolution: up to 1080P60fps and 4K15fps. When PC is projected to the device, the device can control the PC reversely.	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	Support wireless dongle for one-click projection for PC. Projection resolution: up to 1080p60fps or 4K15fps. The device can control the PC reversely.	
	DLNA projection, during projection, user can use mobile phone to perform other tasks.	
	Miracast projection, support up to 4K30 resolution.	
	Allows users to project through menus on the mobile phone without projection APP.	
<b>Video Conference Requirements</b>	Supports BYOM	
	Video codec: H.264BP, H.264HP and H.265.	
	Voice codec: G.711A, G.711U, G.729A, G.722, G.722.1C, Opus and AAC-LD.	
	Mainstream video resolution: 1080p 30fps, 720p 60fps, 720p 30fps, 4CIF and CIF	
	Presentation resolution up to 1080p 30fps.	



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	Supports the ITU-T H.323 and IETF SIP communication protocols to ensure good interoperability.	
	Non-chair conference control: muting/unmuting the microphone, viewing sites, and requesting chair control rights	
	Chair conference control: Add/delete sites, call/disconnect sites, mute/unmute the microphone, end/extend a conference, release chair control rights, view sites, and display the sites that are speaking/mute the speaker site.	
	Conference control with Touch	
	TLS and SRTP encryption, AES media stream encryption.	
	Allows users to expand a screen using HDMI cable. Then the remote video, local video and presentation can be displayed on the two screens respectively.	
<b>Openness Requirements</b>	Android apps can be installed.	
	Support APP store dedicated to large screens device.	
	Supports APIs, third-party applications can perform registration, conference call, conference	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
	control, configuration query, and address book query based on the APIs.	
<b>Special Feature Requirements</b>	Multi-window: The desktop can be divided into two windows that display two applications. User can change the size of the two windows by dragging the windows.	
	Supports BYOM, device hardware capabilities such as microphones, cameras, speakers, and touchscreens can be easily used as peripherals for 3rd party conferences on PC, by using Type-C cables, projection app, or wireless dongle	
	Support information window without OPS module, which plays one or more images cyclically. Users can customize images directly on the device.	
	Display welcome page without OPS module, the welcome page should contain text and pictures. The font of the text can be edited and the pictures can be customized.	
	Users can quickly customize applications on the home page. Common applications can be placed on the home page for quick search. At least six applications can be configured on the home page.	
	Supports dynamic wallpapers and static wallpapers. Wallpapers can be changed and imported.	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

<i>a</i>	<i>b</i>	<i>c</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
	Clone screen content to another screen via HDMI cable	
	The built-in operating system and the OPS module Windows operating system can use the same network cable to access the network.	
	Should support Network bridge functionality for terminals that connect to the device through Wi-Fi.	

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 SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

**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 <sup>1</sup>	Description of goods	Quantity	Unit of Measure	Unit Rate	Total Price <sup>2</sup>
1	Interactive Boards	4	Per unit		
				<b>Other additional costs</b>	
				<b>VAT</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.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

**Delivery Schedule**

Name of Bidder:

Bidder's Reference Number:

*{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 No	Description of Goods	Unit of Measure	Quantity	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
1	Interactive Boards	Each	4	2 weeks after issuance of purchase order	

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:

*POSB HEAD OFFICE CAUSEWAY BUILDING CNR 3<sup>RD</sup> AND CENTRAL AVENUE,  
HARARE*

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF INTERACTIVE BOARDS FOR MEETINGS**

**PROCUREMENT REFERENCE NO: POSB 27-2024**

---

**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

--