

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED STAFF UNIFORMS

PROCUREMENT REFERENCE NO: POSB 29-2024

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DATE OF ISSUE	24 MAY 2024
CLOSING DATE	12 JUNE 2024
CLOSING TIME	10.00 HOURS

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PART 1: BIDDING PROCEDURES

1.0 BACKGROUND

POSB intends to procure various staff uniforms. The bank invites interested, qualified and experienced bidders to participate in the tender 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 Statement of Requirements in Part 2.
3. A Bid Security of **\$5 000.00 (Five thousand) United States Dollars or local currency equivalent**, in the form of Bank Guarantee from a **Registered Commercial Bank** or Bank Deposit to POSB.
4. Samples for items are a mandatory requirement.
5. The bidder **MUST** attach the following **MANDATORY** documents
 - a. Certificate of incorporation
 - b. Valid Tax clearance certificate ITF 263
 - c. VAT Registration Certificate
 - d. Valid NSSA Certificate
 - e. CR6 Current list of Directors.
 - f. Three reference letters from corporate customers indicating that the bidder has successfully supplied branded staff uniforms or branded corporate regalia 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. The award will be based on per item.

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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 03 June 2024 1400hrs and should be sent to the Procurement Management Unit, through this email: hmadziwana@posb.co.zw copy 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 on or before closing date.

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: **12 June 2024** **10.00 hours**

Submission address: tenders@posb.co.zw

Means of acceptance: **Electronically through email**

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

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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 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 **\$3000 United States Dollars**, in either of the options below
 - 1. In the form of Bank Guarantee from a **Commercial Registered Bank**.
 - 2. Cash deposit to POSB account details below, attach proof of payment with your bid.

USD POSB Banking details.	ZIG POSB Banking details.
Account Number : 700000012331	Account Number : 400380000004
Account Name : RTGS SUSPENCE USD FINANCE	Account Name : RTGS SUSPENCE ZIG FINANCE

- ii. Any bid not accompanied by a Bid Security in the above format will be rejected by POSB as non-responsive.

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- 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 in 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 into 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

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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 form part of the technical evaluation criteria. Suppliers are allowed to provide more than 1 sample per line item to provide the bank with choices.
- iii. **The past 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 nonperformance 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 Zig 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 of 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 the 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.

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:

<p>Position: Date:(DD/MM/YY) Authorized</p> <p>for and on behalf of:</p> <p>Company</p> <p>Address:</p>

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2 PART 2: STATEMENT OF REQUIREMENTS

People's Own Savings Bank intends to procure various Staff Uniforms. 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

For this tender samples are requested for all items

SAMPLE SUBMISSION FORM

Name of Bidder:

Bidder's Reference Number:

Bidders are allowed to provide more than 1 sample per line item. The samples provided will be assessed on quality of material, workmanship and elegance:

ITEM DESCRIPTION	No. of Samples Submitted (to be completed by bidder) yes/no	Sample accepted yes or no (To be completed by POSB)	Reason for rejection
Ladies Uniform			
4-piece suit (skirt and slack)			
2 Dresses			
Chinos Trousers or skirts (ladies)			
Gents			
2 Suits			
4 Shirts			
2 Ties			
Chinos Trousers (Gents)			
POSB Golf shirt			
Shirts (All)			
Friday Casual (All)-Blazer			

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Specific Requirements

Subject	Requirement
Services to be performed	Supply and delivery of various Staff Uniforms
Commencement of contract	The contract will commence from date of signature by bidder
Other requirements	N/A
Supervision of performance	The performance of the bidder will be supervised by POSB PMU in conjunction with the Marketing and Human Resources departments.

Declaration by the Accounting 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 27 May 2024, 1:33 PM CAT

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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}.

BRANDED UNIFORMS WEAR

Item No	Description of Goods	Qty		Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
Item No.	Description	Unit of measure	Quantity	Completed by Procuring Entity]	{to be provided by the Bidder}
Ladies Uniform					
1.	4-piece suit (skirt and slack)	Set	228	Within 4 weeks of receipt of purchase order	
2.	2 Dresses	Set	228	Within 4 weeks of receipt of purchase order	
3.	Chinos Trousers or skirts (ladies)	Each	228	Within 4 weeks of receipt of purchase order	
Gents					
4.	2 Suits	SET	331	Within 4 weeks of receipt of purchase order	
5.	4 Shirts	SET	331	Within 4 weeks of receipt of purchase order	
6.	2 Ties	SET	331	Within 4 weeks of receipt of purchase order	
7.	Chinos Trousers (Gents)	Each	331	Within 4 weeks of receipt of purchase order	
8.	POSB Golf shirt	Each	559	Within 4 weeks of receipt of purchase order	
9.	Shirts (All)	Each	559	Within 4 weeks of receipt of purchase order	
10.	Friday Casual (All)-Blazer	Each	559	Within 4 weeks of receipt of purchase order	

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List of Goods and Price Schedule

Name of Bidder:

Bidder's Reference Number:

Currency of Bid:...USD

Item No ¹	Description of Goods		Quantity ²	Unit Price ³	Total Price ⁴
1	Ladies Uniform				
	4-piece suit (skirt and slack)	Set	228		
	2 Dresses	Set	228		
	Chinos Trousers or skirts (ladies)	Each	228		
2	Gents				
	2 Suits	SET	331		
	4 Shirts	SET	331		
	2 Ties	SET	331		
	Chinos Trousers (Gents)	Each	331		
3	POSB Golf shirt	Each	559		
4	Shirts (All)	Each	559		
5	Friday Casual (All)-Blazer	Each	559		
	Any other additional costs				
	Total				

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 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.