



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**TR08/05/24/135**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for conducting due diligence on Zimswitch Technologies as per terms of reference below:

Background

The bank has been offered an opportunity to acquire shareholding in Zimswitch Technologies whose shareholders are disposing a 10% stake to embrace other market participants in the ownership structure. It is against this background that the Bank require the services of a qualifying Accounting Firm to conduct due diligence on Zimswitch Technologies on a very urgent basis and submit its findings and recommendations to the Bank on the intended acquisition decision within 14 days following appointment.

Terms of Reference

1. **Legal Due Diligence:** This involves reviewing contracts, agreements, litigation history, intellectual property rights, compliance with laws and regulations, and any legal risks associated with the entity.
2. **Financial Due Diligence:** This focuses on analyzing financial statements, tax records, cash flow projections, debt obligations, revenue streams, dividend payouts and overall financial health of the entity as a going concern.

3. **Operational Due Diligence:** Examining the operational aspects of the business including its processes, supply chain management, technology infrastructure, key personnel, and potential operational risks.
4. **Commercial Due Diligence:** Assessing the market position of the entity, competitive landscape, customer base, marketing strategies, sales channels, and growth potential in the industry.
5. **Strategic Due Diligence:** Evaluating how well the entity's strategic goals align with its current operations and future plans to determine long-term viability and success.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment will be processed in local ZIG currency using the willing buyer willing seller mid-rate prevailing on the date of payment processing.**
- Payment terms should be clearly stated and to be after submission of report. POSB shall not consider demands for cash upfront unless an advance payment guarantee has been provided by the supplier.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders with outstanding orders past their delivery dates will not be considered.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors.
2. Bidders must attach Value Added Tax Certificate

3. Bidders must attach their valid ITF263 Tax clearance certificate.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

4. Due to the COVID-19 restrictions, the bank will only be accepting electronic submissions forwarded by email. Bids must be endorsed with the above tender number on the email subject and be sent only to the email address rfqs@posb.co.zw
5. **NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

Posted date	08/05/2024
Closing date	13/05/2024
Closing time	1000 hours