

**BIDDING DOCUMENT TO ENTER INTO SERVICE LEVEL AGREEMENTS FOR THE REPAIR,
MAINTENANCE AND SERVICING OF POSB VEHICLES
PROCUREMENT REFERENCE – POSB-46 -2024**



**BIDDING DOCUMENT TO ENTER INTO SERVICE LEVEL AGREEMENTS FOR THE REPAIR AND
MAINTENANCE OF MOTOR VEHICLES COUNTRYWIDE**

DATE OF ISSUE6 SEPTEMBER 2024

CLOSING DATE.....20 SEPTEMBER 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 enter into service level agreements with companies with expertise in repair, maintenance and servicing of vehicles of various makes, models and sizes countrywide.

Accordingly, the bank extends its invitation to reputable companies in the mentioned industry to participate in this tendering process by responding to this invitation.

Procurement Reference Number: POSB-46-2024

Preparation of Bids

You are requested to bid for the repair, maintenance and servicing of motor vehicles described in the Statement of requirements provided, by completing and returning the following **MANDATORY** documents:

1. Fully signed Bid Submission sheet in this part.
2. NSSA Clearance Certificate for the current period.
3. A bid securing declaration
4. a) Copy of the Certificate of Incorporation
b) Copy of the CR6/CR14 Form,
c) Valid copy of the VAT registration certificate
d) Copy of the 2024 ITF 263 Tax Clearance Certificate
e) Detailed Company Profile. The bidder should provide an organisation structure indicating availability of key personnel, their qualifications should be attached as part of bid submission. **At least three (3) CVs of key technical staff or artisans** from each region close to the mentioned POSB location.
5. Three (3) written trade reference letters from previous or current corporate customers where services of the similar nature have been or are being provided from corporates, public entities, banks or blue-chip entities in the last three (3) years
6. Authorised Dealership Certificate for the Motor Vehicles the Bidder Intends to Service. e.g. Authorised Dealership for Mazda, Nissan, Toyota etc
7. Bidders should attach valid Membership Registration Certificate with The Motor Industry Association of Zimbabwe for 2024.
8. **The bidder should have a facility or premises where they are housed. The site may be subject to inspection and evaluation as part of bid evaluation.**
9. **The bidder should list all the equipment they have and intend to use to provide motor vehicle repair and maintenance services. The Bank may conduct a verification exercise as part of due diligence prior to award of the contract.**
10. **Bidder to clearly demonstrate their geographical representation across the length and breadth of Zimbabwe.**

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NB: For bidders who were once engaged by the Procuring entity, their previous performance will be reviewed and 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 document must be clearly marked with the Procurement Reference Number above.

Lots and Packages

The requirement is divided into lots. Bidders can bid for all the 4 lots but award will be limited to a maximum of 2 lots per bidder.

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 13 September 2024 and should be sent to procurement@posb.co.zw to the attention of Kennedy Taonangoro and 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.

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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 **20 September 2024** Deadline Time: **10.00 Hrs**
deadline:

Submission address: tenders@posb.co.zw

Means of **Electronically through email**
acceptance:

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.

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.

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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.

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 Service Level Agreement (SLA)

The lowest evaluated bid, which is substantially responsive to the requirements of this bidding document will be recommended for award of SLA. The proposed award of SLA will be by issue of a notification of SLA 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.

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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 **05 September 2024**

Garainashe Changunda

Chief Executive Officer
509 PMCA

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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 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:	
.....	

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PART 2: STATEMENT OF REQUIREMENTS

The Following Specific Requirements for The Provision of Periodic Motor Vehicle Repair, Maintenance and Services to Be Procured Complement, Supplement, or Amend the Provisions In The Bidding Procedures. The table below shows the schedule of POSB Motor vehicle details. More vehicles can be added to the list as the warranty with respective dealers expires and new vehicle are bought while old vehicles are disposed.

LISTING OF VEHICLES FOR REPAIRS, MAINTENANCE AND SERVICING

Item	Make / Model	Number of vehicles	Year OF Purchase
	LOT 1 NISSAN RANGE		
	NISSAN HARDBODY 2.7 Diesel S/cab	1	2013
	NISSAN NP200 Diesel S/cab	1	2013
	NISSAN NP200 DIESEL S/cab	11	2015
	NISSAN HARDBODY 2.5 S/cab	2	2016
	NISSAN ALMERA – PETROL	1	2016
	NISSAN ALMERA – PETROL	1	2017
	NISSAN CIVILIAN – DIESEL	1	2017
	NISSAN XTRAIL	2	2017
	NISSAN XTRAIL 2.0L PETROL 4X2 SUV	2	2018
	NISSAN NP300 2.5 TURBO DIESEL 4*4 D/CAB	4	2020
	NISSAN NP200	14	2020
	LOT 2		
	TOYOTA HILUX S/cab	2	2015
	TOYOTA HILUX 2.5 4X4 D/CAB	1	2017
	TOYOTA COROLLA 1.8	1	2017
	TOYOTA FORTUNER 2.4GD6	7	2020

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	TOYOTA FORTUNER 2.4 GD6	3	2021
	TOYOTA HILUX	4	2023
	TOYOTA FORTUNER 2.4 GD6	1	2023
	TOYOTA LANDCRUISER PRADO VXL	1	2023
	TOYOTA BELTA	4	2024
	TOYOTA HILUX SINGLE CAB 2.4 GD6	10	2024
	LOT 3		
	ISUZU SINGLE CAB 4X2	6	2023
	ISUZU D-MAX250 X RIDER	1	2019
	LOT 4 STAFF BUSES		
	YUTONG F9, 48-SEATER BUS	2	2022

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NB. BIDDERS SHOULD TAKE NOTE OF THE BELOW NOTES AS THEY PREPARE THEIR BIDS.

- a) Bidders are requested to quote for -
- A – Minor service per vehicle type and model
 - B - Middle Service per vehicle and
 - C – Major service.
- b) Bidders are requested to provide a quotation for frequently used materials during a service and the labour rates. The quotation to show the list of the materials required for each and cost against each line
- c) The winning bidder will have a contract running over 12 months for lot or lots to conduct service and repairs as and when required.
- d) Where major components parts outside ordinary service are required, a competitive quote will be sought to compare with those quoted by the winning bidder and the Bank (POSB) reserves the right to buy these on behalf of the service provider.
- e) Lots are based on the brand or make of the vehicles. In some instance the factor of location will be considered i.e availability of workshops in Harare, Bulawayo, Gweru and Mutare.
- f) The Bank reserves the right to award the contract to one or more bidders with single or multiple locations.
- g) Bidders can decide to bid for one or more lots and any combinations of their choices but will only be awarded a maximum of two lots using the Most Economically Advantages Tender (MEAT) award system.
- h) Additional vehicles of similar make as per the schedule can be added to the list as warranty with respective dealers expire and new vehicles bought.

NB:

- 1. Bidders must bid for a complete Lot, failure of which will lead to automatic disqualification.**
- 2. The Bank will limit the award to a maximum of 2 lots per bidder. This condition only applies if there are other alternative compliant bidders and their bid prices are within 20% range from lowest compliant bidder.**
- 3. Bidders should submit proof of dealership for every lot they are bidding for.**

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PRICES SHOULD BE NET, INCLUDING VALUE ADDED TAX.

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 No¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price²
				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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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.}

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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: **United States Dollar**

- a. Bidders must clearly provide the following pricing information:**
- b. Service Category Cost should include all the material requirements and labour associated with the service.**

MAKE AND MODEL	Year of make	A - Minor service per vehicle (US\$)	B - Middle service per vehicle (US\$)	C - Major service per vehicle (US\$)
Lot 1				
List vehicles per schedule and quote				
Lot 2				
List vehicles per schedule and quote				
Lot 3				
List vehicles per schedule and quote				

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Lot 4				
List vehicles per schedule and quote.				

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Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference
number:

Date:[date (in day, month and year format)]

Bidder's Reference Number:

To: {full name of Procuring Entity}

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from being eligible for bidding for any contract with a Procuring Entity in Zimbabwe for a period to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, upon our receiving your notification to us of the name of the successful Bidder; or twenty-eight days after the expiration of our Bid, whichever is the earlier.

<p>Signed</p> <p>In capacity of:</p> <p>Duly authorised for and on behalf of:</p> <p>Company</p> <p>Address:</p> <p>.....</p> <p>Corporate Seal (where appropriate)</p>	<p>Name:</p> <p>Date:(DD/MM/YY)</p>
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{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid.}