

REQUEST FOR PROPOSALS FOR THE PROVISION OF CONSULTANCY SERVICES FOR CORPORATE GOVERNANCE AND STAKEHOLDER CONSULTANCY SERVICES IN RESPECT OF BANK'S BOARD CHARTER AND CODE OF ETHICS.

PROCUREMENT REFERENCE NUMBER: POSB -50-2024.



THE PROVISION OF CONSULTANCY SERVICES FOR CORPORATE GOVERNANCE AND STAKEHOLDER CONSULTANCY SERVICES IN RESPECT OF BANK'S BOARD CHARTER AND CODE OF ETHICS

DATE OF ISSUE..... 6 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 engage consultancy services for the provision of Corporate Governance consultancy services and stakeholder consultancy services in respect of bank's board Charter and code of ethics.

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

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Preparation of Bids

You are requested to bid for consultancy services for the provision of Corporate Governance consultancy services and stakeholder consultancy services in respect of bank's board Charter and code of ethics.

Preparation of Technical Proposals:

Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part.
2. Fully completed Technical Compliance and Specification Sheet attached.
3. A detailed project implementation timeline and methodology for performing the services.
4. A detailed work plan, showing the inputs of all key staff.
5. Certified copies of Curriculum Vitae of key staff directly involved in the implementation of the project.
6. A summary to demonstrate technical expertise of undertaking services of the similar nature detailing qualifications of the relevant team responsible for implementing the solution.
7. The bidder **MUST** attach the following **MANDATORY** documents.
 - a. Fully signed Technical Bid Submission sheet
 - b. Statement of Requirements
 - c. A bid securing declaration in the format specified in this part
 - d. Attach copy of your Certificate of Registration of the business (Certificate of Incorporation).
 - e. Attach a certified copy of the Joint Venture Certificate for those bidding as joint venture organisations.
 - f. Attach copy of the CR14 or CR6 (List of Directors).
 - g. Attach company profile.

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- h. Attach copy of valid Value Added Tax Certificate
 - i. Attach copy of valid Tax Clearance Certificate for Zimbabwean consultants.
 - j. Up to date NSSA Clearance Certificate for local companies. Please provide NSSA clearance certificate.
 - k. Signed declaration or letter to confirm that you are not debarred from participating in public procurement.
 - l. Attach schedule timelines associated with the full implementation of the project.
-
8. Attach a bid securing declaration per copy attached.
 9. The Consultant / Firm should have own premises where POSB may visit as part of due diligence.
 10. The consultant must:
 1. Have qualified professional staff and submit proof of qualifications and competencies for the team leader and all other consultants who will be assigned to carry out the tasks and responsibilities in relation to: -
 - Stakeholder Engagement on the Board Charter and Code of Ethics and or
 - Training on the Bank's Corporate Governance Practices and Framework.
 2. Have a good appreciation and track record of providing similar solutions to the banking and finance industry and demonstrable experience of the firm in conducting similar assignments of the similar magnitude and scope. CVs to prove experience of involved personnel should be provided.
 3. Provide evidence giving a description of similar assignments, experience in similar conditions and availability of appropriate skills among staff.
 4. Provide a minimum of three (3) reference letters from traceable organizations where assignments of similar scope and magnitude have been executed in the immediate past 4 years.
 5. Be able to make a power point presentation / demonstration of the proposed solution as part of the prequalification and final bid evaluation.
 11. **FAILURE TO ABIDE BY ANY OF THE ABOVE REQUIREMENTS MAY LEAD TO DISQUALIFICATION**

Preparation of Financial Proposals:

Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part.
2. the Breakdown of Contract Price form in this Part, showing all costs for the assignment, broken down into fees and reimbursable costs.

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Consultancy Selection Methodology

The contract award criteria will be based on cost and quality selection method.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before 13 September 2024 and should be sent to the Procurement Management Unit, through this email: procurement@posb.co.zw to the attention of Kennedy Taonangoro or Gibson Sibanda.

Validity of Proposals:

The minimum period for which the Consultant's proposal must remain valid is 120 (one hundred and twenty) days from the deadline for submission of proposals.

Separation of Proposals within the same document:

The technical and financial proposals should be shown separately, within the same envelope, with both documents, clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring Entity and show either "Technical Proposal" or "Financial Proposal" as appropriate.

Submission of Proposals:

Bids must be submitted electronically in PDF format to the email address below, no later than the date and time of the deadline below. 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.

The bids shall be submitted electronically.

The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders through its web address www.posb.co.zw of the amended bid submission deadline.

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

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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.

Late bid will be rejected.

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.

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.

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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 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.

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.

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Technical Bid Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as 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 Consultant:

Consultant's Reference Number:

Date of Technical Proposal:

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: days from the date of the submission.

We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and Work Plan;

Appendix B: Experience and Qualifications.

We understand that the proposals in these Appendices, if approved or as amended, will be included in the Contract Appendices, and shall form a contractual commitment.

We enclose a separately sealed financial proposal.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

Technical Proposal Authorised By:

Signed	Name:
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In capacity	Date:(DD/MM/YY)
of:	
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (where appropriate)	

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Financial Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as 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 Consultant:

Consultant's Reference Number:

Date of Financial Proposal:

The total price of our proposal is: _____ and _____. {insert currencies and amounts}

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

Financial Proposal Authorised By:

Signed	Name:
In capacity	Date:(DD/MM/YY)
of:	
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	

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PART 2: STATEMENT OF REQUIREMENTS/SCOPE OF COVERAGE

1.0. BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) wishes to engage consultants with the relevant expertise and experience to bid for the provision of corporate governance and code of ethics consultancy to the bank. The assignment involves the following engagements.

Lot 1.

Corporate governance Consultancy Services

Lot 2.

Stakeholder Consultancy Services in respect of Bank's Board Charter and Code of Ethics

Shortlisted consultants should provide information demonstrating that they have the required capacity, qualifications, technical, financial, commercial, and relevant experience to perform the services.

2. OBJECTIVE OF THE CONSULTANCY

The overall objective of this consultancy is to enhance the Corporate Governance Framework and Practices of the Bank.

3.0. MANDATORY REQUIREMENTS

The consultant must:

1. Have qualified professional staff and submit qualifications and competencies for the team leader and all other consultants who will be assigned to carry out the tasks and responsibilities in relation to: -
 - Corporate Governance Consultancy Services or
 - Stakeholder consultancy services in respect of the Bank's Board Charter and Code of Ethics
2. Have a good appreciation and track record of providing similar solutions to the banking and finance industry and demonstrable experience of the firm in conducting similar assignments of the similar magnitude and scope.
3. Provide evidence giving a description of similar assignments, experience in similar conditions and availability of appropriate skills among staff.

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4. Provide a minimum of 3 (three) reference letters from traceable organizations where assignments of similar scope and magnitude have been executed in the immediate past 4 years.
5. Be able to make a power point presentation / demonstration of the proposed solution as part of the prequalification and final bid evaluation.

3.0. SCOPE OF COVERAGE:

LOT 1 - CORPORATE GOVERNANCE CONSULTANCY SERVICES

The consultant is expected to: -

1. Undertake desk research on the Corporate Governance Framework and Practices in relation to the People's Own Savings Bank of Zimbabwe (POSB), an entity duly incorporated under the People's Own Savings Bank of Zimbabwe Act, [Cap 24:22]
2. Identify people, groups, and organizations with direct and indirect interest in the project.
3. Identify people who will participate in the document review.
4. Provide guidelines on the implementation of the assignment.
5. Review current documents on corporate governance practices with a view of addressing all gaps found in the current documentation.
6. Prepare reports on research findings and
7. Prepare reports on recommendations to address the shortcomings of the current practices as against International Best Practice.

LOT 2 - STAKEHOLDER CONSULTANCY SERVICES IN RESPECT OF BANK'S BOARD CHARTER AND CODE OF ETHICS

1. Develop training material on corporate governance policies/practices for board, management, and staff.
2. Share the draft (work in progress) modules with key experts (peer review) for their review, incorporate comments and finalize the modules.
3. Train the Board, Management and Staff on the policies and practices and their implementation according to the developed modules.

4. REQUIREMENTS FROM POSB

1. POSB shall provide the bank's published accounts for past the 3 years if needed.
2. POSB will also ensure that training modules are reviewed after each stage according to the agreed detailed time frame and appropriate feedback

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given within the agreed time frame.

3. POSB Corporate & Legal Services Department shall be available for liaison with the consultants throughout the training process.
4. Should any concerns arise on the timing, scope, or quality of the materials, POSB will inform the consultant as soon as possible and will work with him or her to identify ways to ensure contractual requirements are met.

5. REPORTING AND LIASON

The Consultant shall report to and receive feedback from POSB Corporate & Legal Services department.

6. DELIVERABLES

The Consultant is obliged to present oral and written reports periodically and in accordance with the agreed work plan to POSB.

7. TIMEFRAMES AND DEADLINES

This assignment is for local consultants and is for a period of 90 calendar days calculated from the date of last signature on the contract.

8. ATTRIBUTES FOR CONSULTANTS

The consultants for this assignment should have the following profile, skills, and expertise: -

Qualifications

- Relevant degree in Finance, Law, Economics, Business Studies & Banking
- Post Graduate Qualification in Corporate Governance or relevant field.
- Professional Qualification in Corporate Governance or any other relevant degree
- Membership of recognized professional body for two best members
- Relevant business degrees of two best qualified members will be considered.

Experience

- At least five years stakeholder consultancy & corporate governance advisory experience. The team should have at least a member with the following: -
- Experience in drafting corporate governance documents – proof is required.
- Experience in stakeholder engagement transactions – provide proof.
- Five (5) years of experience in Board secretarial duties.
- Experience in due report writing.
- State Enterprises experience for at least 1 member – provide proof.

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- Specific Transactions in Corporate Governance Advisory Services (a minimum of 5 transactions will be considered.) – proof required.

COMPETENCES

- Strong analytical skills, and excellent organizational, communication, and writing skills.
- Excellent writing and oral communication skills in English
- Demonstrated understanding of issues related to Corporate Governance.

9. REQUIRED INFORMATION AND DOCUMENTATION

The following documents should be submitted in support of the information provided:

1. Detailed company profile,
2. Detailed curriculum vitae of personnel who will be involved in the project accompanied by their certified educational and professional certificates.
3. Proof of registration with PRAZ under management and general consultancy services
4. Certificate of Incorporation of company and CR14
5. Vaid tax clearance certificate
6. A minimum of three traceable trade reference letters from different reputable regional and international organizations where similar services have been rendered in the last 5 years.
7. Detailed methodology and conceptual framework with expected deliverables and timelines, man-days required (3-5 pages).

10. ASSOCIATION WITH OTHER BIDDERS

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications and this must be disclosed when it happens.

11. SELECTION

Consultants will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018).

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12. EVALUATION MATRIX

Item No	Description	Score
1	Experience of firm	10
2	Qualifications of team leader (Advise name of team leader)	20
3	Qualifications of other team members participating in project other than team leader) (two of the best will be considered)	20
4	Participation by female consultants (maximum of 2 consultants)	5
5	Detailed methodology and conceptual framework with expected deliverables and timelines	20
6	Company profile	10
7	A minimum of three traceable trade reference letters from different reputable regional and international organizations where similar services have been rendered in the last 5 years. (International = 6 Points, Regional = 5 pts, Local = 4 points.	15
Total		100

The minimum technical qualifying score required to pass the technical evaluation is 80 points.

Financial Criteria:

Financial scores will be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Total scores will be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

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 9 Sep 2024, 10:07 AM CAT

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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}.

Item No	Description of Services	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				90 Days after signing contract	{to be provided by the Bidder}

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 services is the destination: **People's Own Savings Bank, Causeway Building, Harare**

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Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and Related Services must comply with following Technical Specifications and Standards:

[Columns a and b are completed by the Procuring Entity. 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)]

A	B	C
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}

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.**

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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 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, either when we receive 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.

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Company	
Address:	

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Corporate Seal (where appropriate)

{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.}