

**BIDDING DOCUMENT FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES RETENDER  
PROCUREMENT REFERENCE NO: POSB 26/2024**

**DATE OF ISSUE 14 OCTOBER 2024**

**CLOSING DATE 25 OCTOBER 2024**

**CLOSING TIME 10.00 HOURS**

## **PART 1: BIDDING PROCEDURES**

### **1 BACKGROUND**

The bank intends to engage a service provider for the provision of Creative Design and Branding services. This Request for Proposal invites interested suitably qualified bidders to participate. The following are requirements for participation.

**Procurement Reference Number:** POSB 26/2024

#### **1.0 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. Completed Statement of Requirements in Part 2.
3. A Bid-Securing declaration in the format specified in this Part.
4. The bidder **MUST** attach the following **MANDATORY** documents
  - a. Certificate of Incorporation
  - b. Valid Tax clearance certificate ITF 263.
  - c. VAT Certificate
  - d. CR6 Current list of Directors.
  - e. Valid NSSA certificate
  - f. Three Reference letters from clients to whom similar services were provided in the past 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.

#### **1.1 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.

#### **1.2 Clarification**

Clarification of the bidding document may be requested in writing by the Bidder before 23 October 2024 1400hrs and should be sent to the Procurement Management Unit, through this email: [procurement@posb.co.zw](mailto:procurement@posb.co.zw) to the attention of Hamunyari Madziwana or Gibson Sibanda.

### **1.3 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.

### **1.4 Submission of Bids**

The technical and financial proposals should be provided as one set of tender documents.

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: **25 October 2024**                      **10.00 hours**

Submission address: [tenders@posb.co.zw](mailto:tenders@posb.co.zw)

Means of acceptance: **Electronically through email**

**The bid submission documents should be scanned as a single document bearing the tender number and description on the tender**

### **1.5 Bid opening**

NO bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

### **1.6 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.

### **1.7 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.

**1.8 Delivery Requirements**

The winning bidder shall enter into a service level agreement with the Bank for a **period of 1 year** subject to performance. The service level agreement in no way guarantees an order. The services required are on need basis and a Purchase Order will only be issued as and when required.

**1.9 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.

**1.10 Documents establishing conformity of services.**

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to POSB's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

**1.11 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.

**1.12 Evaluation of Bids**

Bids will be evaluated using the **Quality Cost Based System QCBS**

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the consultant has accepted all terms and conditions without material deviation or reservation.
2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and

3. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

Bids failing any stage will be eliminated and not considered in subsequent stages

### **1.13 Evaluation criteria**

The 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 on the **Preparation for Bids** section of this tender document.

### **1.14 Eligibility and Qualification Criteria**

Bidders are required to meet the criteria set out on the **Preparation for Bids** section 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

1. have the legal capacity to enter into 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. not have a conflict of interest in relation to this procurement requirement.
4. Have fulfilled Zimra tax requirements
5. have the nationality of an eligible country-Zimbabwe

### **1.15 Bid Currency:**

Bids should be priced in United States Dollars (US\$)

### **1.16 Payment Currency:**

**Payment will be processed in local currency at prevailing rate.**

### **1.17 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.

### **1.18 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.

### **1.19 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.

**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. 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 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 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:**

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

**BIDDING DOCUMENT FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES**

**PROCUREMENT REFERENCE NO: POSB 26/2024**

**PART 2 STATEMENT OF REQUIREMENTS**

**2 PART 2: STATEMENT OF REQUIREMENTS**

People's Own Savings Bank intends to enter into a contract for the Provision of Creative Design and Branding Services . The following specific requirements for the Services 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.

<b>Item Description</b>	<b>Unit of measure</b>	<b>Quantity</b>
Provision Of Creative Design And Branding Services	1 year contract	

**Specific Requirements**

<b>Subject</b>	<b>Requirement</b>
<b>Services to be performed</b>	Provision Of Creative Design And Branding Services
<b>Commencement of contract</b>	The contract will commence from date of signature by bidder and run for a period of two years subject to performance.
<b>Other requirements</b>	Provide creative branding services to the bank.
<b>Supervision of performance</b>	The performance of the bidder will be supervised by POSB PMU in conjunction with the Marketing department.

**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**  
**Company Stamp**



Signed on 14 Oct 2024, 2:19 PM CAT



## **2.1 SCOPE OF WORKS FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES**

### **1. CREATIVE PITCH**

**Bidders are expected to prepare a creative pitch including a 10-minute presentation based on the following information. The creative pitch contributes 60% to the total score of the technical evaluation**

#### **CREATIVE BRIEF**

##### **Background**

The POSB Prepaid Mastercard is a pre-funded purchase card used in making local and international foreign currency transactions via POS devices, online platforms and ATMs. The card is available to POSB and non-POSB customers. Prepaid customers do not need to have existing POSB account for them to get the prepaid card. The card issued instantly, there is no waiting time.

The POSB Debit Gold Mastercard is a dual-functionality debit card that can be linked to two accounts: ZWG and USD at the same time. The POSB Debit Gold Mastercard is available to new and existing POSB account holders. The card can be used locally on any ZimSwitch or Mastercard-enabled device and internationally on any Mastercard-enabled device. It can be used for payments on POS devices, online platforms and ATMs

##### **Required from Agency:**

Develop a comprehensive marketing campaign for POSB Zimbabwe to promote their Mastercard offering, Prepaid and Debit cards. The campaign should target relevant market segments and emphasise the benefits of choosing POSB cards over competitors. The campaign should include a value proposition, tagline, visual identity, social media creatives and strategy, traditional media collateral (outdoor, TV, radio, print etc), internal communication collateral, in-branch collateral (flyers, banners etc), branch branding creatives and mockups,

##### **Specific requirements:**

- **Define target audience:** should be relevant
- **Define key messages**
- **Specify channels:** to be used for each set of deliverables

##### **Deliverables**

- **High level:** value proposition, tagline, visual identity, social media creatives and strategy, traditional media collateral (outdoor, TV, radio, print etc), internal communication collateral, in-branch collateral (flyers, banners etc), branch branding creatives and mockups,

# BIDDING DOCUMENT FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES

## PROCUREMENT REFERENCE NO: POSB 26/2024

### PART 2 STATEMENT OF REQUIREMENTS

- **Brand Identity:**

- Logo (propose a new logo)
- Color palette (maintain orange as the main colour)
- Typography (propose a new font)
- Brand guidelines document (define and lay out new brand guidelines and use those for the pitch – the brand manual to be part of the submission)

#### **Advertising Campaign:**

- 60-second TV commercial – internet footage can be used
- 60-second radio advert production
- 30-second animated video for mobile and online platforms
- Design for a series of print ads (5 variations)
- Social media posts (include 5 sample posts)
- Outdoor: gantry and ordinary billboards, digital billboards, banners and branch branding mockups

#### **Point of Sale (POS) Materials:**

- Design for in-branch posters and banners
- Design for ATM wraps or branding
- Design for promotional flyers

#### **Presentation:**

- A comprehensive pitch presentation that includes the rationale behind the creative choices, target audience analysis, and expected impact.

The bank will evaluate submitted creative pitches and select an agency that best aligns with the POSB brand, target audience, and strategic goals in terms of:

1. **Relevance to Target Audience:**

- Does the campaign effectively resonate with the target demographics?
- Are the messaging and visuals appealing to the specific age groups?
- Does the campaign address the needs and aspirations of target audiences?

2. **Creativity and Originality:**

- Does the campaign offer fresh and innovative ideas?
- Is the creative concept memorable and distinctive?
- Does the campaign stand out from competitors in the banking industry?

**3. Brand Alignment:**

- Does the campaign align with POSB Zimbabwe's brand values and identity (the one proposed by agency)?
- Does it reinforce the bank's reputation for convenience, reliability, trust, and innovation?
- Is the campaign consistent with POSB Zimbabwe's existing branding and messaging?

**4. Effectiveness of Messaging:**

- Are the key messages clearly communicated?
- Is the messaging persuasive and compelling?
- Does the campaign effectively convey the benefits of using POSB MasterCard?

**5. Strategic Thinking:**

- Does the campaign demonstrate a sound understanding of the target market and their behaviors?
- Is the media strategy well-planned and effective?
- Does the campaign address potential challenges and opportunities?

**6. Feasibility:**

- Is the proposed campaign realistic and achievable within the given budget?

**7. Execution Plan:**

- Is the execution plan detailed and well-organized?
- Does the agency demonstrate a strong ability to execute the campaign successfully?

**Below is the Evaluation Criteria that will be used for the creative pitch and the respective score assigned to each element.**

**1. Creativity and Innovation (30%):**

- **Originality of concepts and solutions:** How unique and innovative are the ideas presented? (5%)
- **Concept Development:** How well-developed and thought-out are the creative concepts? (5%)
- **Visual Appeal:** How visually engaging and appealing are the designs? (5%)

**2. Strategic Alignment (30%):**

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## PART 2 STATEMENT OF REQUIREMENTS

- **Brand Consistency:** How well do the proposed designs align with POSB Zimbabwe's brand values and identity? (10%)
- **Target Audience:** How effectively does the campaign address the needs and preferences of the target audience? (10%)
- **Market Relevance:** How relevant are the ideas to the current market trends and competitive landscape? (10%)

### 3. Execution and Feasibility (15%):

- **Technical Quality:** How high is the quality of the design and production elements? (5%)
- **Feasibility:** How realistic and achievable are the proposed ideas within the given budget and timeline? (5%)
- **Attention to Detail:** How meticulous and thorough is the execution of the deliverables? (5%)

### 4. Presentation and Communication (15%):

- **Quality and Clarity:** How clear and well-structured is the pitch presentation? (5%)
- **Persuasiveness:** How convincing and compelling is the rationale behind the creative choices? (5%)
- **Aesthetic and engagement:** How effectively does the presentation engage and captivate the audience? How appealing and professional is the presentation? (5%)

### 5. Responsiveness to Brief (10%):

- **Adherence to Requirements:** How well does the submission meet the specified deliverables and guidelines? (5%)
- **Problem-solving:** How effectively does the agency address the challenges and objectives outlined in the brief? (5%)

**The creative pitch contributes 60% to the total score of the technical evaluation.**

Bidders are advised of an additional requirement that will be used to assess the capabilities of the agency. Bidders must submit a company profile articulating the organizational structure, profiles detailing experience and **certified copies of qualifications** for the following key personnel or their equivalents:

**BIDDING DOCUMENT FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES**

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**PART 2 STATEMENT OF REQUIREMENTS**

<b>EVALUATION AREA</b>	<b>MINIMUM REQUIREMENTS</b>	<b>SCORE (points)</b>
<p>Experience in creative, advertising and branding for corporate customers <b>(20)</b></p>	<ol style="list-style-type: none"> <li>1. At least 3 years in the provision of creative, advertising, media, and branding services to corporate clients. Agency to provide proof other than company registration.</li> <li>2. Current membership of a recognized professional body (2023/24):               <ol style="list-style-type: none"> <li>a. Advertising Media Association of Zimbabwe (compulsory)</li> <li>b. The Marketers Association of Zimbabwe,</li> <li>c. Zimbabwe Association of Accredited Practitioners in Advertising or</li> <li>d. Zimbabwe Advertising Research Foundation</li> </ol> <p><b>Items 3-8 agency gets 1 for providing 2 jobs and 0.5 for satisfactory quality of each jobs provided.</b></p> </li> <li>3. Portfolio of 3D designs done in the last 3 years for office space, exhibition space or premises. (At least 2 different jobs)</li> <li>4. Portfolio of outdoor advertising campaign design done in the last 3 years.</li> <li>5. Portfolio of animations done in the last 3 years. (at least 1 human concept and 1 cartoony concept)</li> <li>6. Portfolio of jingles done in the last 3 years. (at least 2 jingles)</li> <li>7. Portfolio of TV adverts done in the last 3 years. (at least 2 adverts)</li> <li>8. Portfolio of radio adverts done in the last 3 years. (at least 2 adverts)</li> </ol>	<p><b>1</b></p> <p><b>1</b> (for any one of the four)</p> <p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p>
<p>Proof of creative work <b>(10)</b></p>	<ol style="list-style-type: none"> <li>1. Provide proof of 5 relevant accolades won for exceptional work done in the past 3 years. (These can be for the agency or the agency's clients. Where the accolades are for the agency's client, there will be need to provide proof that it's the respective agency that did the work in question)</li> </ol>	<p><b>10</b> (2 per award or accolade)</p>

**BIDDING DOCUMENT FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES****PROCUREMENT REFERENCE NO: POSB 26/2024****PART 2 STATEMENT OF REQUIREMENTS**

<b>EVALUATION AREA</b>	<b>MINIMUM REQUIREMENTS</b>	<b>SCORE (points)</b>
Operational Capabilities <b>(10)</b>	1. Availability of Agency Management System – the agency to provide a detailed description, specifications, and 'demonstration' of system capabilities.	<b>2</b>
	2. Availability of Creative Design Software – Agency to provide detailed description, specifications and demonstration of the system used for creative work.	<b>2</b>
	3. Physical verification of office premises and computer equipment for design purposes.	<b>4</b>
	4. Agency to confirm ability to work outside normal working hours.	<b>2</b>
Pitch <b>(60)</b>	Creative pitch using evaluation criteria stated above.	<b>60</b>
Score		<b>100%</b>

**NB**

- The minimum score required to qualify to financial evaluation is 75%.
- Final scores will be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

**BIDDING DOCUMENT FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES**

**PROCUREMENT REFERENCE NO: POSB 26/2024**

**PART 2 STATEMENT OF REQUIREMENTS**

**PRICE SCHEDULE**

**Note to Bidders:** Complete the currency of your quotation and the unit and total rates for each item listed below.

The Bidder with the lowest prices will be awarded the full 10% and the marks for the subsequent bidders will be weighted. Prices should include all costs and taxes, and no additional costs will be charged at contract execution stage.

**Job Specific Creative fees (10%)**

	Description	Price USD
1	Hourly design studio rates	
2	Extra-ordinary Hourly design studio rates (public holidays)	
3	Hourly consultancy/account management rates	
4	Hourly scripting and copywriting fees	
5	Hourly translation fees	
6	Media Buying Agency Rates (indicate % discount that the Agency will extend to the Bank from the discount that the Agency gets from the Media House). This is for radio, TV, outdoor, online, electronic and all other media spaces.	
7	Monthly media monitoring report per media/advertising channel	
8	Photography fees/rates per hour	
9	Videography fees/rates per hour	
10	Stock image cost (per image)	
11	Make-up fees per person	
12	TV model fees for:	
	a) Entry-level model	
	b) Midrange model	
	c) Celebrity model	
13	Voice over model fees for:	
	a) Entry-level model	
	b) Midrange model	

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	<b>Description</b>	<b>Price USD</b>
	c) Celebrity model	
<b>14</b>	Static model fees for:	
	a) Entry-level model	
	b) Midrange model	
	c) Celebrity model	
<b>15</b>	Influencer marketing: specify for each platform – Facebook, Instagram, Tiktok, Twitter and Youtube	
	a) Nano 500-10K Followers	
	b) Micro & mid-tier 10K-100K Followers	
	c) Macro 100K-500K Followers	
	d) Mega & Celebrity 500K+ Followers	
	<b>NB: Model compensation policy and duration should be clearly stated.</b>	
	Total cost for design and layout of the following using unique images from internet or photoshoot where applicable:	
	Static print advert	
	Social media advert	
	Email signature	
	Mailer	
	Website banner	
	A1 poster	
	A5 double sided flyer	
	A5 double sided brochure	
	Powerpoint presentation	
	E-newsletter	
	Vehicle branding	
	Table and figures template e.g business conditions, financial statements one pager	
	Resizing existing artwork	
	Design and resizing of artwork for interior and exterior premise branding	
	Design of collateral branding artwork and provision of illustrations.	



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	<b>Description</b>	<b>Price USD</b>
	3D illustrations for premise branding	
	Exhibition space 3D designs	
	3D branch design including interior and exterior renders	

**Production Fees: (10%)**

	<b>Description</b>	<b>Unit</b>	<b>Amount USD</b>	<b>Unit</b>	<b>Amount USD</b>
<b>1</b>	Animated skit with voice and motion graphics (cartoony/using static images) (concept development and storyboarding, animation (2d/3d),	60 seconds		180 seconds	
<b>2</b>	Animated skit with voice and motion graphics (human feel using internet footage) (concept development and storyboarding, animation (2d/3d),	60 seconds		180 seconds	
<b>3</b>	Animated skit with voice and motion graphics (human feel using actual video footage, including shooting the video snippets) (concept development and storyboarding, animation (2d/3d),	60 seconds		180 seconds	
<b>4</b>	Animated skit motion graphics only (no voice)	60 seconds		180 seconds	
<b>5</b>	Social Media Skit with voice and models	60 seconds		180 seconds	
<b>6</b>	Radio advert production total cost (concept development, scriptwriting, voiceover recording, editing and mixing)	30 seconds		60 seconds	
<b>7</b>	TV advert production total cost (concept development, scriptwriting, filming crew, equipment, location, post-production editing, color grading, sound design)	60 seconds		120seconds	

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	<b>Description</b>	<b>Unit</b>	<b>Amount USD</b>	<b>Unit</b>	<b>Amount USD</b>
<b>8</b>	Video Newsletter with graphics, branding, sound effects, background music and teleprompter	5 minutes		8 minutes	
<b>9</b>	Event video	per hour			
<b>10</b>	Event photography per hour	Per hour			
<b>11</b>	Live streaming rates (with professional video and audio equipment to allow for smooth interaction with audiences. For social media and virtual meeting platforms)	per hour			

**PRICES SHOULD BE NET, IN USD, INCLUDING VALUE-ADDED TAX**

**Proposed Methodology, Work Plan and Delivery Schedule**

*{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}*

**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}.*

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

**BIDDING DOCUMENT FOR THE PROVISION OF CREATIVE DESIGN AND BRANDING SERVICES**

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**PART 2 STATEMENT OF REQUIREMENTS**

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 POSB 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 POSB 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.

<b>Signed</b> .....	<b>Name:</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY) <b>Duly authorized</b>
<b>for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
<b>Corporate Seal (where appropriate)</b>	

