

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF POS MACHINES PROCUREMENT  
REFERENCE NO: POSB 59-2024**

<b>DATE OF ISSUE</b>	<b>28 OCTOBER 2024</b>
<b>CLOSING DATE</b>	<b>11 NOVEMBER 2024</b>
<b>CLOSING TIME</b>	<b>10.00 HOURS</b>

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**PART 1: BIDDING PROCEDURES**

**1.0 BACKGROUND**

The bank intends to procure Point of Sale, POS Machines for use by various agents and centers for the Bank.

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1. Fully completed Statement of Requirements in Part 2 showing manufacturer, country of origin, a warranty period.
2. Fully signed Bid Submission Sheet in this Part.
3. Relevant OEM documents to show authorization as a dealer.
4. A Bid Security of \$10,000.00 United States Dollars, in either of the options provided in Section 1.11 of this document.
5. The bidder **MUST** attach the following **MANDATORY** documents
  - a. Certificate of Incorporation.
  - b. CR14 Form (list of directors), 2024.
  - c. Valid 2024 ITF 263 Tax clearance certificate for local companies .
  - d. Valid VAT Certificate
  - e. Detailed Company Profile.
  - g. Valid NSSA Clearance Certificate for local companies

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 04 November 2024 1400hrs and should be sent to the Procurement

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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: **11 November 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.

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Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements.

**1.8 Delivery Requirements**

The delivery period required (from the date of contract signing) and the destination for delivery are as indicated in the Delivery Schedule in Part 2.

**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. Prices quoted must include the following costs and components:

- (a) 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).

**1.10 Documents establishing conformity of services.**

To establish the conformity of the goods to the Bidding Document, the Bidder must furnish as part of its Bid OEM authorization letter and product data sheet to establish that the goods meet with the required technical specifications and quality standards.

**1.11 Bid Security**

A Bid Security of **\$10,000.00** United States Dollars, in either of the options below

1. In the form of Bank Guarantee from a Registered **Commercial Bank**.
2. Cash deposit to POSB account details below, attach proof of payment with your bid.

USD POSB Banking details.	ZIG POSB Banking details.
<b>Account Number : 700000012331</b>	Account Number : 400380000004
Account Name :RTGS SUSPENCE USD FINANCE	Account Name : RTGS SUSPENSE ZIG FINANCE

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

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**1.12 Performance Security**

10% of the bid value as performance security shall be required from the winning bidder within 14 working days from the date of notice of tender award.

**1.13 Evaluation of Bids**

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.

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 the Bidder in terms of Section 1.1 of this bidding documents
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements
3. Financial evaluation to determine the evaluated price of bid and due diligence

Failing any stage of the evaluation process will lead to automatic disqualification and the bid will not be considered for subsequent stages.

**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 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 tax requirements
5. have the nationality of an eligible country

**1.15 Bid Currency and Payment Currency:**

Bids should be priced in United States Dollars (US\$). Bidders are advised to provide two quotations

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- i. The USD quotation with payment processed in local currency at willing buyer willing seller rate at the time of processing.
- ii. USD quotation payment in USD.

**The Bank reserves the right to select the payment method based on viability of the quotation and availability of funds.**

**1.16 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.

**1.17 Right to Reject**

POSB reserves the right to accept or reject any Bid or to cancel the procurement process at any time prior to contract award.

**1.18 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.

**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 .....

24/10/24

Signed on 24 Oct 2024, 3:45 PM CAT

Signed on 24 Oct 2024, 3:45 PM CAT

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**Chief Executive Officer    Company Stamp    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:  
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> .....	.....

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**2 PART 2: STATEMENT OF REQUIREMENTS**

People's Own Savings Bank intends to Procure POS Machines. 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.

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.**

**LOT A-High Spec POS Terminals QTY 1500**

<i>Item No (a)</i>	<i>(b) Item description and full technical Specification required (including applicable standards)</i>	<i>(c){Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
Feature	Minimum Specs	
Operating System	Android 10.0 or better	
Memory	8GB eMMC Flash + 1GB DDR3 RAM	
PCI Certifications	PCI PTS 6.x SRED   EMV L1 & L2   EMV Contactless L1   Visa payWave   MasterCard Contactless	
Keypad	Full colour touch screen	
Cameras	5MP front and 8MP rear, QR Code	
Processor	Quad-Core Cortex 53 2GHz application processor; 32-bit RISC-core ARM v7-M 72MHz security processor	
Comms Configurations	4G/3G/2G, WIFI, Bluetooth	
Additional Software	Own provided Terminal Management Software	
Battery	3050Mah or better	
SIM/SAM	Dual+	
Card Readers	Chip & PIN   Contactless   Magnetic Stripe	



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Display	5.5" IPS HD+ 720 x 1440 Pixels; Multi-Point Capacitive Touch Screen	
Printer	58mm/sec   Paper roll outer diameter: 40mm	
Ports	1 Type C, 6 PIN POGO PIN	
Charging Base	POS Must come with charging base	

**LOT B- Medium Spec POS Terminals QTY 2000**

<b>Item No</b>	<b>Item description and full Specification required (including applicable standards)</b>	<b>technical (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
Operating System	Android 10 or better		
Memory	8GB eMMC Flash + 1GB DDR3 RAM		
PCI Certifications	PCI PTS 6.x SRED   EMV L1 & L2   EMV Contactless L1   Visa payWave   MasterCard Contactless		
Keypad	Colour touch screen		
Display	5.5" IPS HD 720 x 1280 Pixels; Optional: 5.5" IPS HD + 720 x 1440 Pixels Multi-Point Capacitive Touch Screen		
Cameras	2MP FF Rear Camera with Flashlight, QR Code		
Processor	Cortex A53 Quad-Core, 1.4GHz + Secure Processor		
Comms Configurations	4G/3G/2G + WiFi 2.4GHz + Bluetooth		
Additional Software	Own provided Terminal Management Software		
Battery (EMEA Only)	2800mAh   7.2V, 24.12Wh or better		

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SIM / SAM	2 Micro SIM + 1 SAM or better	
Card Readers	Chip & PIN   Contactless   Magnetic Stripe	
Printer	58mm/sec   Paper roll outer diameter: 40mm	
Ports	1 Type C, 6 PIN POGO PIN	
Charging Base	POS accessories must include charging bases	

**LOT C- Low Spec POS Terminals QTY 2,300**

<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
Operating System	Android 10 or better	
Memory	8GB eMMC Flash + 1GB DDR3 RAM	
PCI Certifications	PCI PTS 6.x SRED   EMV L1 & L2   EMV Contactless L1   Visa payWave   MasterCard Contactless	
Keypad	Colour touch screen	
Display	5" IPS HD 720 x 1280 Pixels; Optional: 5.5" IPS HD + 720 x 1440 Pixels Multi-Point Capacitive Touch Screen	
Cameras	2MP FF Rear Camera with Flashlight,	

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Processor	Cortex A53 Quad-Core, 1.0GHz + Secure Processor	
Comms Configurations	4G/3G/2G + WiFi 2.4GHz + Bluetooth	
Additional Software	Own provided Terminal Management Software	
Battery (EMEA Only)	2500mAh   7.2V, 24.12Wh or better	
SIM / SAM	1 Micro SIM + 1 PSAM or better	
Card Readers	Chip & PIN   Contactless   Magnetic Stripe	
Printer	58mm/sec   Paper roll outer diameter: 40mm	
Ports	1 Type C, 6 PIN POGO PIN	

**LOT D-Low Spec POS Terminals QTY 200**

<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
Operating System	Powered by Android 10 Security OS	
Memory	8GB Flash, 1GB RAM; 16GB Flash,2GB RAM; MicroSD Card slot	
Processor	Cortex Quad-core A53, 1.3GHz Security core SC300, 192MHz	
Keys & Keypad	1 Power key & 2 volumes keys Physical screen keys: Menu, Home, Back	
Screen Size	5'' touchscreen and ergonomic interface	

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Cameras	2 MP, fixed focus, fill light, code; Scanning	
Size	146.8 x 75 x 12.7 mm; (5.77 x 2.95 x0.5")	
Communication	4G fallback 3G and GPRS; Bluetooth 4.2 support BLE	
Additional Software	Own provided Terminal Management Software	
Battery	2000mAh / 3,85V, 9.6 Wh	
Contactless	Yes	
SIM Card	Single	

<b>Additional Specifications-LOT A,B, C &amp; D</b>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>
Ability to install other third party software and functionalities e.g. Agency Banking APK	
Availability of local support, training and repairs	
<b>Application Specifications-Lot A, B, C &amp; D</b>	
Provider must supply POS together with Estate manager/Terminal Management Solution(TMS).	

<b>Basic Application Compatibilities and Specifications-Lot A, B,C &amp; D</b>			
<b>Functionality</b>	<b>Merchant POS</b>	<b>Branch Use</b>	<b>Agency</b>
Multi-currency	Yes	Yes	Yes
Sale	Yes	Yes	Yes

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Withdrawal	No	Yes	Yes
Ecosale functionality	Yes	Yes	Yes
Purchase with cashback	Yes	No	No
Deposit	No	Yes	Yes
Card Activation	No	Yes	Yes
Pin Set	No	Yes	Yes
PIN-Reissue	No	Yes	Yes
Electronic voucher	No	Yes	Yes
Balance Enquiry	Yes	Yes	Yes
Bill Payments eg DSTV	Yes	Yes	Yes
Reconciliation	Yes	Yes	Yes
Test Connection	Yes	Yes	Yes
Contactless	Yes	Yes	Yes
Batch Clearing	Yes	Yes	Yes
About app	Yes	Yes	Yes
Pin-Pad compatibility	Yes	Yes	Yes
<b>Menus</b>	<b>Cashier &amp; Admin</b>	<b>Cashier &amp; Admin</b>	<b>Cashier &amp; Admin</b>

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**List of Services and Price Schedule**

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

Currency of Quotation/Contract:     USD    

People's Own Savings Bank intends to Procure the Supply and delivery of POS Machines. Bidders are required to complete the Price schedule below and provide all costs that make up the total price.

<b>LOT No<sup>1</sup></b>	<b>Description of Services</b>	<b>Input Quantity</b>	<b>Unit of measure</b>	<b>Unit Rate</b>	<b>Total Price<sup>2</sup></b>
A	High Spec Point-of-Sale Terminals	1,500	Each		
B	Medium Spec Point-of-Sale Terminals	2,000	Each		
C	Low Spec Point-of-Sale Terminals <b>-with printer</b>	2,300	Each		
D	Low Spec Point-of-Sale Terminals <b>- without printer</b>	200	Each		
				<b>Other additional costs</b>	
				<b>Total</b>	

Note 1: Lots and packages should be shown as separate items.

Note 2: Prices quoted to be inclusive of all taxes, duties and transportation to delivery place.

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 4: Include any additional costs, such as installation or commissioning.

Note 5: Bidder to show Terminal Management system pricing, Annual license fees or any other periodic fees and Implementation costs and any other costs.

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The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

**Delivery Schedule**

**Note to Bidders:**

- i. **Drawdown Approach to Delivery**
- ii. If technology advancements require the bank to change the version, we might need to change the version for proceeding batches.
- iii. If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender.

<b>Lot No</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Delivery Date Required by Procuring Entity and applicable INCOTERM DDP</b>	<b>Bidder's offered Delivery period</b>
				<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
A	High Spec Point-of-Sale Terminals	1,500	Each	6 weeks after issuance of purchase order	
B	Medium Spec Point-of-Sale Terminals	2,000	Each	6 weeks after issuance of purchase order	
C	Low Spec Point-ofSale Terminals-with printer	2,300	Each	6 weeks after issuance of purchase order	
D	Low Spec Point-ofSale Terminals-without printer	200	Each	6 weeks after issuance of purchase order	

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 goods is the final destination:

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**POSB HEAD OFFICE CAUSEWAY BUILDING CNR 3<sup>RD</sup> AND CENTRAL AVENUE, HARARE**

**Bank Guarantee for Performance Security**

[This is the format for the Performance Security to be issued by a Commercial Bank in Zimbabwe]

Contract No:

Date:

To: POSB

**PERFORMANCE GUARANTEES No:**

We have been informed that [name of supplier] (hereinafter called "the Supplier") has undertaken, pursuant to Contract No [reference number of Contract] dated [date of Contract] (hereinafter called "the Contract") for the supply of [description of goods and related services] under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we [name of bank] hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of [insert amount in figures and in words] upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature



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