

**BIDDING DOCUMENT FOR THE PROCUREMENT, DELIVERY, INSTALLATION,  
COMMISSIONING AND MAINTENANCE OF AIR CONDITIONING UNITS AT POSB SERVICE  
CENTRES**

**PROCUREMENT REFERENCE – POSB-65-2024**

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**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING  
AND MAINTENANCE OF AIR CONDITIONING UNITS AT POSB SERVICE  
CENTRES COUNTRYWIDE**

**PROCUREMENT REFERENCE NUMBER POSB-65-2024**

<b>DATE OF ISSUE</b>	<b>17 NOVEMBER 2024</b>
<b>CLOSING DATE</b>	<b>4 DECEMBER 2024</b>
<b>CLOSING TIME</b>	<b>10.00 HOURS</b>

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# BIDDING DOCUMENT FOR THE PROCUREMENT, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF AIR CONDITIONING UNITS AT POSB SERVICE CENTRES

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## PART 1: BIDDING PROCEDURES

### BACKGROUND

The People's Own Savings Bank of Zimbabwe (POSB) intends to procure air conditioning units on a supply, delivery, installation and commissioning model at selected service centers countrywide with a provision for entering into a service level agreement for the maintenance of the equipment. Accordingly, the bank extends its invitation to reputable suppliers of such hardware to participate in this tendering process.

### Procurement Reference – Competitive Tender Number: POSB-65-2024

#### Preparation of bids:

You are requested to bid for the Procurement, delivery, installation, commissioning and maintenance of Air Conditioning Units as specified in the Statement of Requirements provided in this document by completing and returning the following documents and information: -

1. Fully signed Bid Submission Sheet as guided by the template provided in the bid document.
2. The Statement of Requirements in Part 2.
3. **A bid security of USD\$5000.00 or its equivalence in local currency, in the form of a deposit with POSB or a bank guarantee from a registered commercial bank.**
4. The bidder **MUST** attach the following **MANDATORY** documents: -
  - a. Legal documents - Certificate of Incorporation,
  - b. CR6 or CR14 form
  - c. Valid Tax clearance Certificate (ITF 263)
  - d. Company Profile
  - e. Valid VAT certificate
  - f. Valid proof of confirmation that all contributions or payments due under the National Social Security Act (NSSA)(Chapter 17.04) are fully paid.
5. **Bidders must state the validity period (minimum of 120 days)**
6. At least three (3) trade references from clients where the same services of similar magnitude and scope were provided in the past 3 years. POSB reserves the right to visit the sites as part of the evaluation process.
7. Signed confirmation that the company is not debarred from bidding for any public tenders.
8. A bank statement showing transactions for the past three months.
9. **Relevant documents to show authorization as an approved installer from sole distributors and/or the original equipment manufacturer of air conditioning units to be supplied.**
10. **Bidders to attach Technical Data Sheets of the air conditioners to be supplied.**
11. Detailed Company Profile.

# **BIDDING DOCUMENT FOR THE PROCUREMENT, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF AIR CONDITIONING UNITS AT POSB SERVICE CENTRES**

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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 and the bidder's name and any reference number.

## **Lots and Packages**

The requirement is comprised of a single lot.

## **Number of bids allowed.**

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 29 November 2024 and should be sent to [procurement@posb.co.zw](mailto:procurement@posb.co.zw) to the attention of Kennedy Taonangoro or Gibson Sibanda

## **Pre-bid meeting**

As the scope of work is clearly defined there will not be a pre-bid meeting.

## **Validity of Bids**

**The minimum period that the Bidder's bid must remain valid is 120 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.**

**Bids must be submitted electronically in PDF format to the email address given 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](http://www.posb.co.zw) of any amended bid submission deadline.

Date of deadline: **4 December 2024**      **Deadline Time: 10.00Hrs**

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

Means of acceptance: **Electronically through email**

**The bidding submission documents should be scanned as a single document bearing the tender number and description on the subject line.**

## **Bid opening.**

**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.

## **Delivery Requirements**

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

## **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.

## **Bid Security**

The Bidder must attach their refundable Bid Security of **US\$5,000,00** or its equivalence in local currency, valid for 120 days together with their bid.

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The following options are available for payment of refundable bid bond security.

**First Option:** - The bid security shall be deposited into a POSB bank account with the following details.

**This account is strictly for US\$ only.**

**NAME OF BANK: People's Own Savings Bank (POSB)**

**ACCOUNT NAME: RTGS SUSPENCE USD FINANCE**

**ACCOUNT NUMBER: 700000012331**

**Currency US\$**

**For ZiG payments use the account details given below:**

**Account Number : 400380000004**

**Account Name : RTGS SUSPENSE**

**Currency : ZiG**

**Proof of deposit should be included in the bid document.** The bid sum will be refunded to unsuccessful bidders as soon as a contract is signed with the winning bidder.

**Second Option:** - **A bank guarantee from any Commercial Bank registered in Zimbabwe. Bid bond guarantees from deposit taking micro-finance banks/institutions will not be accepted and will lead to automatic disqualification. Documentary proof of bid bond guarantee must be included in the tender documents.**

**Any bid not accompanied by a Bid bond Security will be rejected by the Procuring Entity as non-responsive.**

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.

### **Performance Security**

A 10% refundable performance security may be required from the winning bidder within 7 working days calculated from the date of notice of tender award. Bid bonds will be released upon receipt of performance bond from the winning bidder or as soon as contract is concluded with winning bidder.

### **Evaluation of Bids**

Bids will be evaluated using the following methodology:

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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 the 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\$)**

### **Currency of Evaluation**

Bids will be evaluated using US\$

### **Payment Currency:**

**Payment will be processed as follows: -**

- 1. 50% of the price will be processed using US\$ Nostro and the remaining**
- 2. 50% of the price will be paid in ZIG using the willing buyer willing seller rate prevailing on the date of payment processing.**

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**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 Contract 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.

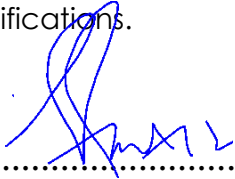
**Corrupt Practices**

The People's Own Savings Bank requires that bidders, 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**.....

**GARAINASHE CHANGUNDA**

19.11.2024

**CHIEF EXECUTIVE OFFICER**  
Signed on 19 Nov 2024, 5:12 AM CAT

Date Stamp



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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 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 **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 goods 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:**

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

## **PART 2 STATEMENT OF REQUIREMENTS**

The People's Own Savings Bank of Zimbabwe (POSB) intends to procure air conditioning units and have them delivered, installed and commissioned at its establishments countrywide with a provision for entering into a service level agreement for the maintenance of the equipment.

The following specific requirements for the Air Conditioning Units complement, supplement or amend the provisions of the bidding procedures. Whenever there is a conflict, please be guided by the specifications given below.

### **PRESCRIBED SPECIFICATIONS FOR AIR CONDITIONING UNITS PER LOCATION.**

<b>SPECIFICATIONS FOR AIR CONDITIONING UNITS</b>			
<b>Service Centre</b>	<b>Location</b>	<b>Quantity</b>	<b>Size</b>
Marondera	Banking hall	4	60000BTU
	Service Centre Manager	1	24000BTU
	Operations Manager	1	24000BTU
	Back office	1	36000BUT
Nelson Mandela	Main Banking Hall	5	60000BTU
	Banking hall 2	1	60000BTU
	Service Centre Manager	1	60000BTU
	Operations Manager	1	24000BTU
	Back office	1	48000BTU
Chinhoyi	Banking hall	4	60000BTU
	Service Centre Manager	1	60000BTU
	Operations Manager	1	60000BTU
	Back office	1	60000BTU
Rusape	Banking hall	3	60000BTU
	Service Centre Manager	1	60000BTU
	Operations Manager	1	60000BTU
	Back office	1	60000BTU
Karoi	Banking hall	3	60000BTU
	Service Centre Manager	1	24000BTU
	Operations Manager	1	36000BTU
Chitungwiza	Banking hall	4	60000BTU
	Service Centre Manager	1	48000BTU
	Operations Manager	1	48000BTU
	Back office	1	48000BTU

	ATM	1	18000BTU
Chipinge	Banking hall	4	60000BTU
	Service Centre Manager	1	48000BTU
	Operations Manager	1	24000BTU
	Back office	1	24000BTU
Highglen	Operations Manager	1	48000BTU
	Back office	1	48000BTU
	Pool Office	1	60000BTU
Gokwe	Banking Hall	4	60000BTU
	Service Centre Manager	1	24000BTU
	Service Centre operations manager	1	24000BTU
Chiredzi	Backoffice,	1	60000BTU
	Banking hall	5	60000BTU
Mvuma	Service Centre Manager	1	24000BTU
Masvingo	Banking Hall	4	60000BTU
	Service Centre Manager	1	24000BTU
	Back Office	2	60000BTU
	Operations Manager	1	24000BTU
HEAD OFFICE		7	24000BTU

## MINIMUM TECHNICAL SPECIFICATIONS

Indoor		Unit of Measure	MCB-36HRFN1-QRDO	MCB-48HRFN1-QRDO
OUTDOOR			MOD30U-36HFN1-(Q/R) RDO	MOD30U-36HFN1-(Q/R) RDO
Nominal Cooling Capacity (min-max)		KW	10.5(2.93=12.02)	14(3.99=16.12)
Nominal Heating Capacity (min-max)		KW	11(2.64-13.19)	15.5(4.19-17.59)
Total Cooling Capacity		KW	11.39	15;28
Power Supply (Indoor)		V-Ph-Hz	220-240-1-50	220-240-1-50
Power Supply (Outdoor)		V-Ph-Hz	220-240-1-50/380-415-3-50	220-240-1-50/380-415-3-50
Cooling Current (min-max)		A	7.0(1.7-8.0)	8.9(2.3-10.7)
Heating Current (min-max)		A	5.3(1.5-8.1)	6.9(2.1-11.7)
Max Current		A	10.0	13.0
Recommended Fuse Size (Indoor)		A	5.0	5.0
Recommended Fuse Size (Outdoor)		A	32/20	32.0/25
Indoor Air Flow (Hi/Mi/Lo)		m3/h	1900/1750/1460	1850/1600/1400
Indoor Sound Pressure Level (Hi/Mi/Lo)		dB(A)		
Indoor Unit	Dimension (W*D*H) Body	mm	840x840x245	840x840x287
	Packing (W*D*H) Body	mm	900x900x257	900x900x292
	Dimension (W*D*H) Panel	mm	950x950x55	950x950x55
	Packing (W*D*H) Panel	mm	1035x1035x90	1035x1035x90
	Net/Gross Weight (body)	Kg	25.6/29.6	28/32.1
	Net/Gross Weight (panel)	Kg	5/8	5/8
Outdoor Air Flow		m3/h	4300	6800
Indoor Sound Pressure Level		dB(A)	56	59
Outdoor Unit	Dimension (W*D*H)	mm	946x410x810	952x410x1333
	Packing (W*D*H)	mm	1090x500x865	1095x500x1470

	Net/Gross Weight	mm	67.2/72.9   78.9/83.9	95.1/108.4   108.1/121.2
Refrigerant	Type		R32	R32
	GWP		2088	2088
	Charged Quantity	Kg	3.2	4
	Additional Charge	g/m	30	30
Operating Temperature	Indoor (Cooling/Heating)	°C	17-32/0-34	17-32/0-35
	Outdoor (Cooling/Heating)	°C	-15-50/-15-28	-15-50/-15-29
<b>OTHER REQUIREMENTS</b>				
Blue or Gold coated fin on the indoor or outdoor units				
360° Air Flow Panel				
Remote Enable Port				
Error Alarm Port				
Twin Combination				
Refrigerant Leakage Detect				
Louver Position Memory				
Fresh Air Inlet				
Temperature Compensation				
Anti-Cold Air Function				
Low Ambient Cooling				
Emergency Use Function				
Built-in Drain Pump				
Wired Control				
Central Control Management				
Air conditioning units must be fitted with independent recommended circuit breakers and approved cabling				
Wall cabling must be inside PVC Trunking				

### List of goods 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 No <sup>1</sup>	Description of goods	Quantity	Unit of Measure	Unit Rate	Total Price <sup>2</sup>
1	Air Conditioning Units		Per unit		
	60000BTU	52			
	48000BTU	7			
	36000BTU	2			
	24000BTU	12			
	18000BTU	1			
	<b>TOTAL NUMBER OF UNITS</b>	<b>74</b>			
				<b>Other additional costs</b>	
				<b>VAT</b>	
				<b>Total</b>	

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.

## **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:

[Name and address of Procuring Entity]

### **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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