

# PEOPLE'S OWN SAVINGS BANK OF ZIMBABWE (POSB) INVITATION TO 2024-2026 SUPPLIER REGISTRATION.

The People's Own Savings Bank (POSB) is inviting existing and prospective suppliers to a mandatory supplier registration process. POSB's suppliers are now subject to the supplier registration process, thereafter, the Bank will contract the approved suppliers only.

The registration will depend on the supplier's ability to manufacture/ provide the following defined products/ services in the categories listed below.

<b>1. CATERING SERVICES</b> <ul style="list-style-type: none"> <li>• Outside catering</li> <li>• Canteen services</li> </ul>	<b>11. OFFICE FURNITURE AND EQUIPMENT</b> <ul style="list-style-type: none"> <li>• Desks, chairs, filing cabinets.</li> <li>• Photocopier parts and servicing</li> <li>• Note counters</li> <li>• Fake note currency verifiers</li> <li>• Television Screens</li> <li>• Rate boards</li> <li>• Coin counters</li> </ul>	<b>18. GROCERIES AND OFFICE SUPPLIES</b> <ul style="list-style-type: none"> <li>• General office groceries</li> <li>• Bottled water supplies</li> </ul>
<b>2. HEALTH AND SAFETY</b> <ul style="list-style-type: none"> <li>• Medical suppliers</li> <li>• Fire equipment supply and servicing</li> <li>• Personal protective equipment and clothing</li> </ul>	<b>12. STATIONERY</b> <ul style="list-style-type: none"> <li>• General office stationery, POS rolls</li> <li>• Printed corporate stationery, plastic money bags</li> <li>• Security seals</li> </ul>	<b>19. INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> <ul style="list-style-type: none"> <li>• Networking equipment and services</li> <li>• Data center equipment and supplies</li> <li>• Web services, hosting and development</li> <li>• ICT service providers</li> <li>• ICT consultancy</li> <li>• Internet service providers</li> <li>• IT equipment hire</li> <li>• Cloud computing solutions</li> <li>• Apple products accredited suppliers</li> <li>• Courier services</li> <li>• Computer hardware, software, consumables and accessories</li> </ul>
<b>3. HUMAN CAPITAL</b> <ul style="list-style-type: none"> <li>• Recruitment and selection</li> <li>• Psychometric testing</li> <li>• Wellness partners</li> <li>• Corporate wear</li> <li>• Capacity development</li> </ul>		
<b>4. CONTRACTORS (Must be registered with ZBCA/CIFOZ, NSSA)</b> <ul style="list-style-type: none"> <li>• Civil and structural engineering contractors</li> <li>• Electrical contractors</li> <li>• Building contractors</li> <li>• Mechanical engineering works contractors</li> </ul>	<b>13. LOGISTICS</b> <ul style="list-style-type: none"> <li>• Crane hire services</li> <li>• Customs Clearing Agents</li> <li>• Warehouse facilities</li> <li>• Removal services</li> <li>• Taxi services</li> </ul>	<b>20. SPECIALIST AND OTHER SERVICES</b> <ul style="list-style-type: none"> <li>• Landscaping services</li> <li>• Borehole drilling and pump installations</li> <li>• Shop fitters</li> <li>• Air conditioning and refrigeration</li> <li>• Plant and equipment hire</li> <li>• Painters</li> <li>• Carpeting and floor tilers</li> <li>• Central gas bulk systems contractors</li> <li>• Solar systems contractors</li> <li>• Bulk water suppliers</li> <li>• Plumbers</li> <li>• Waterproofing</li> <li>• Debt collection services</li> <li>• Records management and archiving services</li> <li>• Call center management services</li> <li>• PA systems</li> <li>• Boardroom/ meeting room automation</li> </ul>
<b>5. HARDWARE</b> <ul style="list-style-type: none"> <li>• General hardware</li> <li>• Electrical hardware</li> <li>• Mechanical hardware</li> <li>• Power supply e.g. generators, UPS systems</li> <li>• Hardware stores</li> <li>• Metal fabricators</li> </ul>	<b>14. SECURITY SERVICES</b> <ul style="list-style-type: none"> <li>• Locks and key services</li> <li>• Security equipment, Guard services, Alarm systems</li> <li>• CCTV, safe/ Vault/ Man trapdoor, maintenance</li> <li>• Access Control</li> <li>• CIT Services</li> </ul>	
<b>6. CONSULTANCY SERVICES</b> <ul style="list-style-type: none"> <li>• Stakeholder consultancy</li> <li>• IT, Banking &amp; Finance, Risk</li> <li>• Legal services</li> </ul>	<b>15. MOTOR VEHICLES AND ACCESSORIES</b> <ul style="list-style-type: none"> <li>• Supply of vehicles</li> <li>• Vehicle repairs, spares, and maintenance</li> <li>• Breakdown services</li> <li>• Panel Beating</li> <li>• Vehicle batteries</li> <li>• Tire supply and fitting</li> <li>• Car tracking</li> <li>• Valet services</li> </ul>	
<b>7. DIGITAL BANKING SUPPLIES</b> <ul style="list-style-type: none"> <li>• CSPACE cards</li> <li>• POS machines</li> </ul>	<b>16. TELECOMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Telephone handsets</li> <li>• Mobile phone suppliers</li> <li>• Conferencing and presentation</li> <li>• PABX and maintenance Management</li> </ul>	<b>21. MARKETING SERVICES AND SUPPLIES</b> <ul style="list-style-type: none"> <li>• Market research</li> <li>• Promotional materials, media and advertising</li> <li>• Digital marketing services - app developers, website developers, social media management services, engravers</li> <li>• Florists</li> <li>• Interior designers</li> <li>• Signage services</li> <li>• Corporate gifts</li> <li>• Events managers</li> <li>• Events hiring services</li> <li>• Photography and videography</li> <li>• Billboards and outdoor advertising</li> <li>• Roadshow trucks and services</li> <li>• Bulk SMS</li> </ul>
<b>8. ACCOMODATION AND CONFERENCE SERVICES</b> <ul style="list-style-type: none"> <li>• Hotels</li> <li>• Lodges</li> <li>• Conference facilities</li> <li>• Travel agents</li> </ul>		
<b>9. ENERGY</b> <ul style="list-style-type: none"> <li>• Diesel</li> <li>• Petrol</li> <li>• Lubricants</li> <li>• Solar equipment supplies and servicing</li> </ul>	<b>17. PROJECTS CONSULTANTS (Must be registered with ZIE, ZACE, ZIQS, ECZ, REIZ, ZIRUP, EACZ, IAZ, valuers' council, NSSA)</b> <ul style="list-style-type: none"> <li>• Architects</li> <li>• Quantity surveyors</li> <li>• Project managers</li> <li>• Real estate agents</li> <li>• Registered valuers</li> <li>• Land surveyors</li> <li>• Environmental Impact Assessment Consultants</li> </ul>	
<b>10. HYGIENIC SERVICES</b> <ul style="list-style-type: none"> <li>• Fumigation</li> <li>• General cleaning services</li> <li>• Waste management</li> <li>• Cleaning contractors</li> <li>• Hygienic suppliers</li> <li>• Mobile toilets</li> </ul>		

## SUPPLIER REGISTRATION REQUIREMENTS

- Completed application forms
- Certified copy of Certificate of Incorporation
- Copy of VAT Registration Certificate
- Certified Copy of CR6 Form
- Certified copy of CR14 Form
- Certified Copies of Directors' identification
- Copy of a valid ITF 263 Tax Clearance Certificate
- Banking details
- Company Profile
- Trade license (where applicable)
- Dealership Accreditation (where applicable)
- Three (3) traceable Trade References issued within the past 2 years.
- Non-refundable application fee of USD100.00 per category
- Copy of Audited 2023 Financial Statements

- All interested suppliers should download the supplier registration forms on our website [www.posb.co.zw](http://www.posb.co.zw).
- The account details for depositing the non-refundable application fee: **Name of Bank: People's Own Savings Bank (POSB); Account Name: RTGS Suspense (USD) Finance; Account Number: 70000012331 or Account Name: RTGS Suspense (ZiG) Finance; Account Number: 40038000004.**
- Prospective suppliers should submit completed application forms and supplier registration documents together with the proof of payment in **sealed and clearly labelled envelopes** indicating **Category Number and Description** to the Procurement Management Unit, 15th Floor, Causeway Building, Corner Third Street and Central Avenue, Harare.
- Only shortlisted suppliers will be contacted.
- This advertisement does not imply an offer to provide goods and services to POSB. It is a supplier selection process for the creation of a supplier management database purposes only. POSB reserves the right not to accept any application.

Closing date for submission: Friday 26th of July 2024 at 1000hrs.



A member of the Deposit Protection Scheme

+263 242 252595/6 | +263 8677009200

customersupport@posb.co.zw

www.posb.co.zw

**POSB** People's Own Savings Bank

Simply Possible