



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:PRJCTS06/12/22/331.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision of Service, Maintenance and Repair of Air conditioning units as per annexure below.

Scope of Works	Location
Repair of Ceiling	Fort Street Branch
Water proofing of branch	
Extermination & removal of pigeons from Ceiling	Kadoma Branch
Water Proofing of Branch	
Supply & installation of wire gauze on roof eaves	

Bidders are invited for a compulsory site meeting on site to appreciate the works.

Location	Address	Date	Time
POSB Fort Street branch	Corner 13th Ave/Fort Street ,Bulawayo	8-Dec-22	1430Hrs
POSB Kadoma branch	337 Robert Mugabe & Fit Square ,Kadoma	8-Dec-22	0930Hrs

THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment with be processed in ZWL using the prevailing Midrate rate of the willing buyer willing seller at the date of payment processing.**
- Payment terms should be clearly stated and to be after delivery. POSB shall not consider demands for cash upfront unless an advance payment guarantee has been provided by the supplier.
- Validity period of quotation to be a minimum of 30 days.

- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheet where applicable.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors
 2. Bidders must attach proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) for the year 2022 in the form of a verifiable confirmation letter from PRAZ.
 3. Bidders must attach Value Added Tax Certificate
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

- Due to the COVID-19 restrictions, the bank will only be accepting electronic submissions forwarded by email. Bids must be endorsed with the above tender number and be sent only to the email address rfqs@posb.co.zw.
- **NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

Posted date	06/12/2022
Closing date	14/12/2022
Closing time	1000 hours