



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**ADMIN17/02/23/55**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of the following services: -

1. Decommissioning and relocation of 1 x Winco Nixdorf ATM at POSB Chiedza House branch (Cnr 1st Street and Kwame Nkrumah Avenue) to POSB HQ (Causeway Building, corner Central Avenue and 3rd street).
2. Relocation of 2 x Safes – Safe no.1 is about 1.5m high and in the basement. and safe no. 2 is about 1m high.
3. Making good the affected area at Chiedza House by bricking up the holes measuring about 3m² each left by the 2 ATMS with face brick to match the existing walls.

- Bidders are invited for a site meeting at POSB Chiedza House (Cnr 1st Street and Kwame Nkrumah Avenue) to appreciate the scope of works

Date – 20 February 2023

Time – 1130 hours

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders Must submit their bids in USD and payment will be processed in Zwl using the prevailing willing buyer willing seller mid-rate on 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
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- 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 valid registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of PRAZ certificate.
 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

5. 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 on the email subject and be sent only to the email address rfqs@posb.co.zw.
6. **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	17/02/2023
Closing date	22/02/2023
Closing time	1000 hours