



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:ADMIN17/02/23/56.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision for Urgent Decommissioning of Office partitioning and Fittings at POSB Chiedza Branch as per annexure below.

Scope	Qty
<ul style="list-style-type: none">- Wooden Teller counters- Wooden Office partitioning- Office Blinds- Exterior Light boxes- Snapper frames- Flag poles- Removal of vinyl & PVC branding- Flowerpots	<div>7</div> <div>6</div>
<ul style="list-style-type: none">- Make good, affected walls and floor areas.- Quotations submitted must include labour and transportation of decommissioned items to Causeway HQ.	

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

Venue : POSB Chiedza Harare

Contact Person & Number - Craig Kamudzandu (0719955049)

68 Nkwame Nkrumah

Harare

Date : 20th of February 2023

Time : 1000hrs

YOUR OFFER MUST CLEARLY STATE 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.**
- **Bidders with Outstanding purchaser order past their delivery period will not be considered.**
- 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 2023 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	17/02/2023
Closing date	22/02/2023
Closing time	1000 hours