



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:OHS24/01/23/23B.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision of service, maintenance, and repair of units as per annexure below.

Lot :1		
Item Description	Qty	Location
1. Water dispensers	15	Causeway HQ staff canteen and HR office
2. Water Purifier	1	

Lot : 2		
Item Description	Qty	Location
1. Ceiling Cassette air-conditioning units	2	Causeway HQ staff canteen & Recoveries office
2. Overhead air duct	1	
3. Cold room	1	
4. Deep freezers	2	

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

Venue : 4TH Floor Reception (**Assembly point**)

POSB Causeway Head office

Corner 3rd & Central Ave

Harare

Date : 14th of February 2023

Time : 1000hrs

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment will 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	10/02/2023
Closing date	17/02/2023
Closing time	1000 hours