



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:PRJCTS10/03/23/80.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision for Urgent Decommissioning, transportation, and installation of per annexure below.

| Item Description – 17KVA CUMMINS GENERATOR | | Quantity |
|--|----|----------|
| - Decommissioning, and Relocation from POSB Chitungwiza branch to posb Gweru branch. | No | 1 |
| - Evaluate and make recommendations for segregation/isolation of POSB Gweru branch Generator from Main Electricity DB Board. | No | 1 |
| - Installation, Service and Commissioning of the same generator at POSB Gweru | No | 50m |
| - Make Provision of the supply and installation of 100A Automatic change over switch suitable. | | |
| - Make provision for supply of 50m x 16mm armoured cable. | | |
| - Quotations submitted must include labour, accessories and milage of the decommissioned items to Gweru Branch. | | |

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

| Location | Address | Date | Time |
|----------------------|---|---------------|---------|
| 1. POSB Gweru Branch | Corner 7 th Street /Robert Mugabe. Gweru | 14 March 2023 | 1200hrs |

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 | 10/03/2023 |
| Closing date | 17/03/2023 |
| Closing time | 1000 hours |