



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....PRJCTS23/03/23/91.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for Branch maintenance works at the respective branches as per annexures below.

Lot 1: General Maintenance			
	Scope		Quantity
1.	Fix & supply of cracked windows	No	4
2.	Repair of Broken teller cupboards	No	6
3.	Refitting of Wooden doors	No	16
4.	Supply & fix of Original Yale 3 lever lockset Euro-profile locksets	No	8
6.	Repair of cupboards in toilet & kitchen area	No	3
7.	Repair of Aluminum sliding door & window rail system	No	4
8.	Repair of Cubicle Wooden doors	No	3
9.	Supply & Fix window handles	No	12
10.	Painting of stained front entrance ceiling	m <sup>2</sup>	
11.	Make good of areas were works have been carried out		
<b>We reserve the right to reject substandard material</b>			
Bidders are invited for a compulsory site meeting on site to appreciate the works			
Venue	Date	Time	
POSB First street Branch 1 <sup>st</sup> floor - Kuwana house Cnr 1 <sup>st</sup> street & Kwame Nkrumah <b>Harare</b> <b>Above Rado arts &amp; Opposite Edgars for women entrance</b>	27/03/2023	<b>1030hrs</b>	

Lot 2: Electrical Maintenance			
	Scope		Quantity
1.	Provision for replacement of missing DB board cover	No	1

2.	Replacement of Cooker unit	No	1
3.	Fitting of 13amp wall sockets	No	13
4.	Provision for replacement of missing Electrical Trunking		
5.	Provision for removal of old networking Trunking		
6.	Access and recommend for repair branch lighting and plug system		
7.	Make good of areas were works have been carried out		

**We reserve the right to reject substandard material**

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

Venue	Date	Time
POSB First street Branch 1 <sup>st</sup> floor - Kuwana house Cnr 1 <sup>st</sup> street & Kwame Nkrumah <b>Harare</b> Above Rado arts & Opposite Edgars for women entrance	27/03/2023	1130hrs

Lot 3: Plumbing Maintenance			
	Scope		Quantity
1.	Repair of toilet flushing system	No.	2
2.	Supply & Fix toilet seat covers	No.	3
3.	Supply & Fix of Water tap mixer	No.	7
4.	Supply & fix Duct Cover	No.	1
5.	Cleaning of Wash hand basin & water closets	No.	12
6.	Unblocking of drains & attend to leakages		
7.	Make good of areas were works have been carried out		

**We reserve the right to reject substandard material**

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

Venue	Date	Time
POSB First street Branch 1 <sup>st</sup> floor - Kuwana house Cnr 1 <sup>st</sup> street & Kwame Nkrumah <b>Harare</b> Above Rado arts & Opposite Edgars for women entrance	27/03/2023	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.

- 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.
- Award will be on lot-by-Lot basis and is not conditional to the award of another lot.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.
- 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 registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a verifiable 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](mailto: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.

<b>Posted date</b>	23/03/2023
<b>Closing date</b>	<b>29/03/2023</b>
<b>Closing time</b>	<b>1000 hours</b>