



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** ..... **PRJCTS23/03/23/92**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision for Installation, service and commissioning of Air-conditioning units for POSB First street Branch as per annexure below.

	<b>Scope</b>		<b>Quantity</b>
1.	48 000Btus under ceiling cassettes	No	2
2.	24 000btu's Mid wall Split type Air conditioning units	No	3
3.	Provision for the transportation decommissioned Airconditioning from Causeway HQ to POSB First street Branch		
4.	Provision of the supply of Accessories		
<b>- We reserve the right to reject substandard material.</b> <b>- Quotations must be inclusive of Labour, transportation and provision of accessories.</b>			
<b>Bidders are invited for a compulsory site meeting on site to appreciate the works</b>			
<b>Venue</b>	<b>Date</b>	<b>Time</b>	
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>1200hrs</b>	

### **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](mailto: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.**

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