



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**RB24/02/23/66A**.....

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

Lot 1: Tiling for Kadoma branch			
	Scope		Quantity
1.	Remove existing tiles, Chip off tylon & prepare to receive new tiles	m ²	44.60
2.	Retile back-office section	m ²	44.60
3.	Grouting on tiles	m ²	44.60
4.	Re-Level suspended ceiling in back office	m ²	44.60
5.	Replace worn out 600 x 600 ceiling in black office & banking hall	No	20.0
6.	Fit Existing door	No	1.00
7.	Painting of stained ceiling in banking area	m ²	44.60
8.	Re- position light fittings in banking hall	No	4.00
9.	Secure counter tops with glue	No	4.00
10.	Repairs to drawers	No	4.00
11.	Replace drawer keys	No	25.00
12.	Provision for Scaffold (4 sets)	Days	2.00
13.	Clear site & cart away rubble	Item	1.00
14.	Transport	Trips	3.00
- We reserve the right to reject substandard material			

Lot 2: Airconditioning units for Kadoma branch			
	Scope	Location	Quantity
1.	24,000 BTU's Ceiling cassette (R410A) - Service - Flushing	Back office	1

	<ul style="list-style-type: none"> - Drain repair. - Regassing 		
2.	60,000BTU's Midea Ceiling cassette (R410A) <ul style="list-style-type: none"> - Service & regassing 	Banking hall	2
3.	60,000BTU's Midea Ceiling cassette (R410A) <ul style="list-style-type: none"> - Supply and Fit Compressor R410A - Flushing - Service & regassing 	Managers Area	1
4.	Overhead Air Duct <ul style="list-style-type: none"> - Service - Supply and Installation of Power switch into office, make provision for 20m electric cable. - Supply and installation of flex duct replacement 15m - Make provision for careful opening/cutting of asbestos tap board to allow External Air duct inlet opening. - Supply & fit wire mesh covering on Air duct inlet opening. 	Banking hall	1
<ul style="list-style-type: none"> - Provision for Scaffold - Your quotation should include materials, transport, Labour, and all accessories required. 			

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.
- 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.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- **Bidders with orders past their delivery timeframe will not be considered.**

- 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
6. **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	07/03/2023
Closing date	10/03/2023
Closing time	1000 hours