



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC07/03/23/78A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Repair & Maintenance of Access control systems for POSB Branches as per annexure below.

Repair & Maintenance of Access control systems	
Location	Scope
Fort street branch	<ul style="list-style-type: none">- Replace door closer on outer exit Mantrap booth door.- General maintenance of mantrap booth
Haylet House branch	<ul style="list-style-type: none">- Fix entrance booth not Trapping and always on evacuation.
Kopje Plaza	<ul style="list-style-type: none">- Attend to and service alarm system in supervisors panic buttons.- Address false alarm signal.- Service Mantrap booth electronics and Fix Magnetic locks
Gweru Branch	<ul style="list-style-type: none">- Replacement of Faulty Cherry Booth controller- Replacement of battery for Mantrap booth
Kwekwe branch	<ul style="list-style-type: none">- Trapping system & control panel malfunctioning.- Service the whole system

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.**

- 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 with outstanding orders past their agreed delivery timeframes will not be considered.**
- 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 copy of government gazette or 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	15/03/2023
Closing time	1000 hours