



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **OHS04/04/23/116**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer to carry out Service, Maintenance and Repair of our Canteen Electrical equipment at POSB HQ.

Description	Location	Scope of Works	Qty
Repair of oven	HQ Canteen	Service, Maintenance & Repair	1
Repair of cooler fridge	HQ Canteen	Service, Maintenance & Repair	1

Nb: Bidders to indicate warranty period for repairs carried out

- We reserve the right to decline substandard repair equipment*

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

Venue : Causeway canteen (Mezzanine floor)
POSB Causeway Head office
Corner 3rd & Central Ave
Harare

Date : 6th of April 2023

Time : 1100hrs

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders to submit their bids in USD and payment will be processed in Zwl using the prevailing interbank rate 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
- 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	04/04/2023
Closing date	12/04+/2023
Closing time	1000 hours