



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**HR14/06/23/199A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of taxi services to the following destinations for a period of 37 days to POSB staff.

Destination	Distance	Number of days
1. Causeway to Mayrick Park	10km	12
2. Causeway to Norton	50km	10
3. Causeway to Norton	55km	10
4. Causeway to Budiro	25km	3
5. Causeway to Msasa Park/Westgate	15km	11
6. Causeway to Budiro via Crowborough	37km	1
7. Causeway to Crowborough	16km	8
8. Causeway to Budiro 5	18km	5
9. Causeway to Crowborough/Budiro	17km	2
10. Causeway to MabelreignMayrick Park	9km	2

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – to be quoted in local currency.
- 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.

- 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 for the year 2022.
 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	29/06/2023
Closing date	30/06/2023
Closing time	1000 hours