



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG05/06/23/182A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Creative design concept for new Esteem Banking service centre as per annexure below.

Scope of works	
-	New concept and design for Esteem banking service centre.
-	Basic floor plan & 3D Illustrations.

Bidders are invited for a compulsory site meeting at the respective sites to appreciate the works.

Lots	Venue	Date	Time
1	POSB First street Branch 1st floor - Kuwana house Cnr 1st street & Kwame Nkrumah Harare Above Rado arts & Opposite Edgars for women entrance	14 /06/2023	1100hrs

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – to be quoted in local currency. **Bidders must submit their bids in USD 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 delivery period from receipt of official order as those with the items in stock will be considered first.
- 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 a copy of their 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

1. 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.
- **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	12/06/2023
Closing date	16/06/2023
Closing Time	1000 hours