



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**PRJCTS24/07/23/240**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for Property maintenance of Killarney heights flat as per annexures below.

	Scope		Quantity
1.	Prepare walls to receive new paint (estimated)	m ²	290
2.	Prepare ceiling and repair of cracked ceiling (estimated)	m ²	23
3.	Replacement of cracked windowpanes	No	5
4.	Fitting/Replacement of the loose light covers	No	4
5.	Replacement of toilet seat cover	No	1
6.	Replace pillar taps and flex connectors and repair of	No	2
7.	Repair/Replacement of electric geyser – Kitchen area	Nio	1
8.	Plumbing maintenance of Kitchen, Toilets and bathroom areas	No	3
- We reserve the right to reject substandard material			
Bidders are invited for a compulsory site meeting on site to appreciate the works			
Venue	Date	Time	
Flat Number 202 Killarney Heights 185 Five Avenues Harare Contact person : J Masango - 0774929900	26/07/2023	1130hrs	

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	24/07/2023
Closing date	28/07/2023
Closing time	1000 hours