



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC27/06/23/213A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Repair, service and maintenance of access control systems as per annexure below.

Description: Repair, service and maintenance schedule	
Location	Scope
POSB Kadoma Service Centre	<ul style="list-style-type: none">• Repair of CCTV system.- No remote viewing in both the Manager and supervisors' office, continuously displaying error message "Connecting to device E"
Cash centre Harare	<ul style="list-style-type: none">• Repair of Biometric access door- Attend to Biometric access door which is not locking and giving unlimited access.
POSB Rusape Service Centre	<ul style="list-style-type: none">• Repair of DSC alarm- Branch failing to Arm with message "Back door Open "- Replace back door magnetic contacts
POSB First street Service Centre	<ul style="list-style-type: none">• Mantrap Booth Repair and upgrading of mantrap booth- 1 x Cherrytech MIMIC Panel double- 2 x Bankbooth 521 Controller Mantrap Board- Cherrytech- 2 x Wooden Beamset- 1 x Override Keyswitch- 4 x Hook Locks- 7AMP Battery- 2 x UPS 750VA
POSB Chiredzi Service Centre	<ul style="list-style-type: none">• Mantrap Booth

	<ul style="list-style-type: none"> - Repair and Service of Mantrap booth, constantly trapping clients. - Replacement of Mimic Panel.
<p>- Your quotation should include materials, transport, Labour, and all accessories required.</p>	

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 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 14:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

Posted date	10/07/2023
Closing date	12/07/2023
Closing time	1000 hours