



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:**FIN16/08/23/268**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision of Service, Repair and Maintenance of Air conditioning units as per annexure below.

Item Description		Qty
36,000btu's Ceiling cassette, R401A Ozone Friendly	No	1
24,000btu's Ceiling cassette, R401A Ozone Friendly	No	2

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

Venue : 4TH Floor Reception (**Assembly point**)
POSB Causeway Head office
Corner 3rd & Central Ave
Harare

Date : 18th of August 2023

Time : 1000hrs

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.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents.

- Bidders must attach CR14 certificate – list of directors.
- 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.
- Bidders must attach Value Added Tax Certificate
- 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	16/08/2023
Closing date	21/08/2023
Closing time	1000 hours

