



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG19/08/23/274**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the DESIGN OF THE First Street Service Centre Private Banking wing as detailed in the scope of works below.

ITEM DESCRIPTION – FIRST STREET SERVICE CENTRE PRIVATE BANKING WING DESIGN
<p>The People's Own Savings Bank intends to establish a modern, state-of-the-art Esteem Banking Service Centre at its First Street Branch, which is located at the Kuwana House, corner of 1st Street and Kwame Nkrumah. The Esteem Banking Service Centre will be resident on the first floor of the building, directly above the POSB Banking Hall.</p> <p>The same floor will also house some pool offices and a boardroom.</p> <p>The Bank expects a design that incorporates concepts of modern ambience which resonates with the affluent market segments served by the Esteem Banking division, optimized smart workspaces for positive customer experience and employee productivity.</p> <p>The deliverables are:</p> <ul style="list-style-type: none">• Produce and submit a technical design for building regulations approval, including dealing with any associated queries and amendments.• Produce the Interior design information for tender. This tender will be on a design basis so will require sufficiently detailed information for a scheme which is feasible within the limitations of all applicable design standards to communicate the design intent and level of specification, but with the final detail of the design to be finalized in collaboration with the successful contractor.• Produce the 3D design, floor plan, working drawings and relevant mechanical drawings.• Produce a fully detailed Bill of Quantities with full descriptions and quantities of works to be done during construction.• Produce finishes schedule which will include but not limited to wall finishes, floor finishes, countertops, artwork to be hung, coffee machines, couches, TVs, workstations etc.• Produce mechanical drawings for the ventilation system, specification of air-conditioners, and ventilation system.• Produce electrical, and network installation drawings.

- Respond to site queries during the implementation of the design and produce as-built information

Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.

Location	Site visit date	Time	Address
POSB First street Service centre	22/08/2023	1100hrs	POSB First street Branch 1st floor - Kuwana house Cnr 1st street & Kwame Nkrumah Harare Above Rado arts & Opposite Edgars for women entrance

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment will be processed in ZWL using the willing buyer willing seller mid-rate prevailing on 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 60 days.
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders with outstanding orders past their delivery dates 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 valid PRAZ registration certificate.
 3. Bidders must attach Value Added Tax Certificate
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
 5. Bidders must provide a minimum of three written references of similar works carried out in the past.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

6. 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
7. **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	19/08/2023
Closing date	28/08/2023
Closing time	1000 hours