



## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **SEC16/08/23/269**.....

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
<b>POSB Mutare Service Centre</b>	<ul style="list-style-type: none"> <li>• Repair of Alarm.</li> <li>- Replacement of 9 panic Buttons</li> <li>- 12 Core cable</li> <li>- 1 x Shelotronic RX 2CH</li> <li>- 3 x Shelotronic TX 2 CH</li> </ul>
	<ul style="list-style-type: none"> <li>• Attend to Mantrap booth. (Doors not trapping and continuously on evacuation).</li> <li>- Replacement of Door closer x2</li> <li>- Replacement of Green robot light x 2</li> <li>- Replacement of Red robot light x 2</li> <li>- Replacement of door hinges x 16</li> <li>- Replacement of 7Amp batteries x 2</li> <li>- 4 Core cable -100m</li> </ul>

	<ul style="list-style-type: none"> <li>- 3 Core Cable – 20m</li> </ul>
<b>CEO's Office</b>	<ul style="list-style-type: none"> <li>- Repair of Proxnet Access door</li> </ul>
<b>POSB Mutoko Service Centre</b>	<ul style="list-style-type: none"> <li>• Repair of Back-office camera and reinstatement of remote viewing</li> <li>- Branch remote view cameras are not showing pictures. <b>“Connecting to the device. An error message Code IVMS 4200 exe 302” camera is disables or not connected</b> “is being displayed. Additional information appearing on the remote view screen include <b>‘Connecting to device failed /the device is offline’</b>.”</li> </ul>
<b>POSB Causeway Service Centre</b>	<ul style="list-style-type: none"> <li>• <b>Attend to Mantrap booth.</b></li> <li>- Install double mimic panel x 1</li> <li>- 6 Core cable – 50m</li> <li>- Wooden robot lights x 4</li> <li>- Red robot lights x 4</li> </ul>
<b>POSB Chinhoyi Service Centre</b>	<ul style="list-style-type: none"> <li>• <b>Attend to Mantrap booth. (Doors not trapping and continuously on evacuation).</b></li> <li>- Attend to mantrap shopfront and electronics.</li> <li>- Replace cherry controller X 1</li> <li>- Replacement of battery x 2</li> <li>- Replacement of door hinge x 8</li> <li>- Replacement of red robot x 1</li> <li>- Replacement Green robot x 1</li> </ul>
<p>- <b>Your quotation should include materials, transport, Labour, and all accessories required.</b></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](mailto: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.**

<b>Posted date</b>	16/08/2023
<b>Closing date</b>	<b>18/08/2023</b>
<b>Closing time</b>	<b>1000 hours</b>