



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN18/08/23/274A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Locksmith & carpentry services as per annexure below –

<u>Locksmiths</u>			
Location	Scope	No	Qty
Data Centre 7 th floor	Replacement of Pull door handle (Set)	No.	1
	Realignment of sagging Butterfly door	No.	1
	Hinge replacement (top and bottom)	No.	2
IT security office	Replacement of Aluminum door hinges (set)	No.	2
	Bolting of shop front on both sides	No.	1
	Replacement of Aluminum upper door module & glass	No.	1
4 th floor gent's restroom	Replacement of bullet hinges	No.	2
	Mounting Piano hinges on ZESA passage green door	No.	1
4 th floor Reconciliation & board room	Replacement of Bullet hinges on gent's toilet	No.	2
	Supply and fit Euro profile lockset	No	1
Bindura & Highglen	Duplication of strong Safe keys	No.	2
Recoveries 4 th floor	Replacement of mortice lockset and provide 3 keys	No.	1
Stores Pool Office	Duplication of Euro profile keys	No.	2
6 th Floor	Duplication of Mortice lockset key (CD19)	No.	2
	Replacement of Euro profile lockset key	No.	1
	Realignment of sagging fire exit fire rated exit doors	No.	2
	Duplication of Euro profile keys	No.	11
15 th Floor Marketing	Open Closed door and cut 3 keys	No.	1
	Cut (1) and duplicate Euro profile keys (2)	No.	1
	Fix Steel door module on key section to allow locking	No.	1

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.

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

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	21/09/2023
Closing date	25/09/2023
Closing time	1000 hours