



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **ADMIN30/09/23/336**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Plumbing maintenance & Repair works at POSB HQ, as per schedule on page 3.

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

	<b>Venue</b>	<b>Date</b>	<b>Time</b>
	Causeway HQ - Assemble point (4 <sup>th</sup> floor reception) Cnr 3 <sup>rd</sup> & central Ave Causeway Building	02/10/2023	1430hrs

**Submissions from Bidders that attended the compulsory site meeting will ONLY be considered.**

### **YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- **The applicable currency – Bidders to submit their bids in USD of which payment will be processed in Zwl using the Willing buyer Willing seller Mid-rate 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**

- 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 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

<b>Posted date</b>	30/09/2023
<b>Closing date</b>	<b>04/10/2023</b>
<b>Closing time</b>	<b>1000 hours</b>

<b>Plumbing Repair &amp; Maintenance Schedule</b>			
<b>Location</b>	<b>Scope</b>	<b>No.</b>	<b>Qty</b>
<b>15<sup>th</sup> Floor Ladies restroom</b>	- Supply and fit toilet seat	No.	1
<b>15<sup>th</sup> Floor Gents restroom</b>	- Fix Urinal unit continuously dripping	No.	1
<b>7<sup>th</sup> Floor Gents restroom</b>	- Urinal unit continuously leaking	No.	1
	- Supply and fit new Toilet seat	No.	1
	- Repair /Replacement of faulty Senior flash master not flashing	No.	1
<b>6<sup>th</sup> Floor Ladies rest room</b>	- Repair /Replacement of faulty Senior flash master not flashing	No.	1
<b>5<sup>th</sup> floor Ladies rest room</b>	- Repair of Toilet unit	No.	1
	- Supply and fit new Toilet seat	No.	1
<b>4<sup>th</sup> Floor Gents restroom</b>	- Repair /Replacement of faulty Junior flash master not flashing	No.	1
	- Repair /Replacement of faulty Senior flash master not flashing	No.	1
<b>Mezzanine floor Canteen area – Ladies</b>	- Repair /Replacement of faulty Senior flash master not flashing	No.	1
	- Repair /Replacement of faulty Junior flash master not flashing	No.	1
	- Repair /Replacement of leaking faulty Senior flash master	No.	1
<b>Mezzanine floor Call centre area</b>	- Repair /Replacement of faulty Senior flash master continuously flashing	No.	1