



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN19/10/23/354**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for repairs to 1 x upright fridge at POSB HQ as follows.

Description	Location	Scope of Works	Qty
Upright fridge	CEO's office tea room on the 6 th floor.	Service, Maintenance & Repair	1

Nb: Bidders to indicate warranty period for repairs carried out
- We reserve the right to decline substandard repair equipment

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

Venue : 4th floor reception (Assembly point)
Causeway Building
POSB Head office
Corner 3rd & Central Ave
Harare

Date of site visit : Monday 23rd of October 2023

Time : 1100hrs

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders to submit their bids in USD and payment will be processed in Zwl using the prevailing 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 30 days.
- Bidders must state completion time/ delivery period from receipt of official order.
- 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 valid registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a PRAZ registration certificate.
 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.
- **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	19/10/2023
Closing date	25/10/2023
Closing time	1000 hours