



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN19/10/23/358**.....

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.

	Venue	Date	Time
	Causeway HQ - Assemble point (4 th floor reception) Cnr 3 rd & central Ave Causeway Building	23/10/2023	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.
- **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

Plumbing Repair & Maintenance Schedule			
Location	Scope	No.	Qty
6 th Floor Gents restroom	1x Senior flash master	No.	1
Mezzanine floor Canteen area – gents	Supply and fit senior flash rubber for leaking flash master	No.	1
Mezzanine floor canteen Gents restroom	Clear junior flash master urinal blockage	No.	1
Mezzanine floor canteen gent's restroom	Supply and fit senior flash master	No.	1
Causeway gents' room	Replace senior flash master piston and kits	No.	2