



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**ADMIN27/10/23/366**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for Plumbing maintenance as per annexures below.

Location	Scope of works		Qty
4 th Floor Ladies toilet	top entry Flash master inlet rubber (Supply and fit)	No.	1
6 th floor ladies' room	Senior flush master Piston (Supply and fit)	No.	1
Mezzanine Canteen gents	Urinal spreader (service)	No.	1
	Senior master Piston Flush handle rubber (Supply and fit)	No.	1
	Adjustment of flushing system	No.	1
Mezzanine Canteen ladies	Clear block	No.	1
	Adjustment of flushing system	No.	2
Mezzanine call centre gents	Clear urinal blockage	No.	1
Mezzanine call centre ladies	Adjustment of flushing system	No.	2
Causeway Gents toilet	Senior flush master piston (Supply and fit)	No.	1
	Toilet seat (Supply and fit)	No.	2
- We reserve the right to reject substandard material			

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.
- **Bidders with orders past their delivery timeframe will not be considered.**
- 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 verifiable PRAZ 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

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	27/07/2023
Closing date	30/07/2023
Closing time	1000 hours