



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**ADMIN27/10/23/367**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Office furniture repair as per annexures below.

ITEM	DESCRIPTION	QTY	SCOPE
1	Executive Highback Swivel Chair	1	Attend to broken arms
2	High Back Swivel Chair	1	Broken seat plate ,gaslift, new form, new fabric
3	High Back Swivel Chair(soft leather)	1	New soft leather(black), new foam, regassing
4	Teller Stool	1	Gaslift, New Fabric, New Foam, Backrest
5	High Back Swivel Chair	1	New Seat plate- New Fabric and New Foam
6	Low Back Swivel Chair	1	New arms, starbase, new form and new fabric
7	Executive Highback Swivel Chair	1	Seat plate, star base and regassing
8	Executive visitors chairs	1	New arms, backrest
9	HighBack Swivel Chair	1	New fabric, foam and re-gassing
10	Lowback Swivel Chair	1	New fabric, foam and re-gassing
11	6 Drawer wooden desks	7	Repair of drawers and wooden runners
12	6 Drawer wooden desks	2	Supply and fit Maroon leather inlay

Location	Site visit date	Time	Address
POSB HQ	31/10/2023	1100hrs	POSB HQ, Causeway building Cnr 3 rd and Central Ave Harare Assemble point: 4th floor reception

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	03/11/2023

Closing time	1000 hours
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