



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **OHS16/10/23/350**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer to carry out Service, Maintenance and Repair of our Canteen equipment at POSB HQ.

| Description   | Scope of Works                | Qty |
|---|-------------------------------|-----|
| Repair of Industrial extractor fan  | Service, Maintenance & Repair | 1   |
| Repair of industrial Chip fryer<br>• <b>Make provision for relocating of extending cable</b>  | Service, Maintenance & Repair | 1   |
| <b>Nb: Bidders to indicate warranty period for repairs carried out.</b><br>- We reserve the right to decline substandard repair equipment |                               |     |

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

**Assemble Point** : 4<sup>th</sup> Floor Reception  
POSB HQ Head office  
Corner Central Ave/ Third street  
Harare

**Date** : 19<sup>th</sup> of October 2023

**Time** : 1000hrs

### 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 interbank 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 with Outstanding purchase order pass their delivery schedules will not be considered.
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheet where applicable.
- 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) for the year 2023 in the form of 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>  | 16/10/2023        |
| <b>Closing date</b> | <b>23/10/2023</b> |
| <b>Closing time</b> | <b>1000 hours</b> |