



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref # .....** **RB05/09/23/292B** .....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of works for posb sites set to receive new atm's as per annexure on pages 4 & 5 below.

Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.

No	Location	Site visit date	Time	Physical address
1	Kadoma branch	30/10/2023	1130hrs	Cnr Robert Mugabe and Baker, <b>Kadoma</b>
2	Gweru Branch	30/10/2023	1430hrs	Cnr 7 <sup>th</sup> Street / Robert Mugabe <b>Gweru</b>
3	Haylet House	31/10/2023	1000hrs	Cnr Josiah Tongogara & 9 <sup>th</sup> Ave <b>Bulawayo</b>
4	Bulawayo Main	31/10/2023	1130hrs	Cnr Joshua Nkomo & Leopold Takawira <b>Bulawayo</b>
5	Masvingo	01/11/2023	1100hrs	48 Hughes Road <b>Masvingo</b>
6	Mutare	02/11/2023	1100hrs	Stand Number 4011,1 <sup>st</sup> Ave. <b>Mutare</b>

- **Bidders to provide a detailed BOQ of expected works and quotation per site.**

- We reserve the right to reject substandard works.
- Bidders to provide proof of similar work done in the last 3 years e.g reference letters.
- Bidders to submit proof of valid membership with CIFOZ.

### **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.
- Bid submissions from bidders that attend the compulsory site meeting will only be considered.
- 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**

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](mailto: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.

<b>Posted date</b>	26/10/2023
<b>Closing date</b>	<b>06/11/2023</b>
<b>Closing time</b>	<b>1000 hours</b>

<b>Kadoma Service centre branch</b>		<b>Qty</b>
- Demolition of Partition allow receiving of new ATM installation	m <sup>2</sup>	15
- Brick up, plastering and painting of demolished wall sections and make good, affected areas.	m <sup>2</sup>	15
- Provision for the supply and installation of Double 4ft LED fitting and tube	No.	2
- Make provision for installation of a new 13Amp Double socket.	No.	1
- Cables and Trunking	m	20
- Fabrication and installation of 2 x 1,6m steel barricade to	m <sup>2</sup>	3.2
- Clean area, cart away rubble on completion of works	Item	1

<b>Gweru Service centre branch</b>		<b>Qty</b>
- Demolition of Partition to allow extraction of old ATM and installation	m <sup>2</sup>	12
- Brick up, plastering and painting of demolished wall sections and make good, affected areas.	m <sup>2</sup>	12
- Extension of power point and installation of a new 13Amp Double socket	M	10
- Link and connect newly installed power point and lighting to the generator	Item	1
- Clean area, cart away rubble	Item	1

<b>Haylet House Service centre branch</b>		<b>Qty</b>
- Demolition of Partition to allow extraction of old ATM and installation	m <sup>2</sup>	15
- Brick up, plastering and painting of demolished wall sections and make good, affected areas.	m <sup>2</sup>	15
- Supply and installation of <ul style="list-style-type: none"> <li>• 25mm square tubes measuring 4x3,5m x 30cm and 1,5m x 1,5m.</li> </ul>	No.	1
- Make provision for the supply and installation of 5mm Galvanized sheet	No.	1
- Clean area, cart away rubble	No.	1

<b>Masvingo Service centre branch</b>		<b>Qty</b>
- Demolition of Partition to allow extraction of old ATM and installation	m <sup>2</sup>	15
- Brick up, plastering and painting of demolished wall sections and make good, affected areas.	m <sup>2</sup>	15
- Supply and installation of ATM room <ul style="list-style-type: none"> <li>• 2,5x4m x 2,5h with 6,38mm laminated glass with door access.</li> </ul>	item	1
- Make provision for the supply and installation of Galvanized sheet	item	1
- Clean area, cart away rubble	item	1

<b>Bulawayo Main Service centre branch</b>			<b>Qty</b>
-	Removal of glass partition to allow extraction of old ATM's and installation	No.	2
-	Remove and refit glass partitioning.	No.	2
-	Plain and varnish of double wooden door	No.	1
-	Provision for supply and installation of 13amp Double wall socket <ul style="list-style-type: none"> <li>• Make provision of cable and accessories</li> </ul>	No.	1
-	Make provision for the supply and installation of 5mm Galvanized sheet	item	1
-	Clean area, cart away rubble	item	1

<b>Mutare Service centre branch</b>			<b>Qty</b>
-	Demolition of partition wall to allow extraction of old ATM's and installation of new ATM	m <sup>2</sup>	15
-	Brick up, plastering and painting of demolished wall sections and make good, affected areas.	m <sup>2</sup>	15
-	Supply and installation of	No.	1
-	Make provision for the supply and installation of Galvanized sheet	No.	1
-	Clean area, cart away rubble	No.	1