



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **RB18/10/23/353**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of the following works as per annexure below.

Item	Description	Units	Qty	Rate	Amount
	<b>LOT 1 - POSB KADOMA BRANCH</b>				
	Demolition of walls/partition to allow extraction of an ATM	m2	15m2		
	Brick up, plastering and painting of demolished walls and make good to the affected areas	m2	15m2		
	Provision of 4-foot LED light-double	No	2		
	Supply and installation of 13Amp double sockets	No	1		
	Cables and trunking	m	20		
	Fabrication of 2*1.6m cage including top to enhance security	m2	3.2		
	<b>LOT 2 - POSB GWERU-</b>				
	Demolition of partition to allow extraction of an old ATM and installation of new ATM	m2	12		
	Brick up, plastering and painting of demolished walls and make good to the affected areas	m2	12		
	Extension of power point and installation of a 13Amp double socket	m	10		
	Link newly installed power point to the generator				
	Connect lights to the generator				

	<b>LOT 3 - POSB BULAWAYO MAIN</b>				
	Careful removal of glass partition to allow extraction of 2 obsolete ATMs	No	2		
	Refitting of removed glass partitions	No	2		
	Plaining and vanish of a double wooden door	No	1		
	Provision for power and supply and installation of 13Amp double sockets	No	1		
	Provision of 1 sheet 5mm galvanised sheet	No	1		
	Contingent cost-refitting of glasses				
	<b>LOT 4 - POSB HAYLET HOUSE</b>				
	Demolition of walls to allow extraction of 1 obsolete ATM	m2	15		
	Brick up, plastering and painting of demolished walls and make good to the affected areas	m2	15		
	Supply and installation of 25mm square tubes measuring 4*(3.5m*30cm) and 1.5m*1.5m				
	Provision of 1 sheet 5mm galvanised sheet				
	<b>LOT 5 - POSB MASVINGO</b>				
	Demolition of partition to allow extraction of an old ATM and installation of new ATM	m2	15		
	Brick up, plastering and painting of demolished walls and make good to the affected areas	m2	15		
	Provision for power and supply and installation of 13Amp double sockets	No	1		
	Replacement of ATM room measuring 2.5*4m*2.5h with 6.38mm laminated glass with door access				

**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.
- 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>	18/10/2023
<b>Closing date</b>	<b>23/10/2023</b>
<b>Closing time</b>	<b>1000 hours</b>