



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC09/10/23/342**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Access Control Systems Maintenance Works for POSB service centers as per annexure below.

Description:
<p>1. Marondera</p> <ul style="list-style-type: none"> - Repair of Banking Hall Mantrap - General servicing and repair of Aluminum shopfront. - Align doors. - Trapping system not working.
<p>2. Rusape</p> <ul style="list-style-type: none"> - Attend and service of Mantrap door. - General servicing and repair of Aluminum shopfront door sagging at the bottom. - Attend to loose handing mimic panel.
<p>3. Beitbridge</p> <ul style="list-style-type: none"> - Attend and service of Mantrap door (Constantly trapping clients) - Address to issue of a knock sound produced by the door
<p>4. Nelson Mandela</p> <ul style="list-style-type: none"> - Attend and service of Mantrap door. - Replacement of Bankbooth 521 controller mantrap board Cherrytec. - Replacement of Cherrytec Mimic panel – double - Replacement of 2 x 12v 7Ah batteries

5. Westgate

- Attend and service mantrap booth.
- Replace door closers on inner entry door.

6. Esteem Harare

- Attend and service of Mantrap door.
 - Constantly trapping clients
 - Failing to open on resumption of business.

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 with outstanding orders past their agreed delivery timeframes will not be considered.**
- 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

- 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
- **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	09/10/2023
Closing date	11/10/2023
Closing time	1000 hours