



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC11/10/23/343**.....

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: |
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| 1. Finance, Human Resources, IT server room and Audit Sections - Adjust plane and fit existing wooden doors to allow smooth opening and closing |
| 2. 5th floor – International banking section - 2 x Install Flash bolts on glass door. |
| 3. 1st Floor – Security Section - Adjust sagging glass door to security offices leading to security section. |
| 4. IT server - Supply and replace faulty maglock on entrance to server room . |

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.**

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|---------------------|-------------------|
| Posted date | 11/10/2023 |
| Closing date | 13/10/2023 |
| Closing time | 1000 hours |