



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**PRJCTS20/05/23/173D**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision for Tiling services as per annexures below.

<b>Tiling of 4<sup>th</sup> floor Finance department</b>			
	<b>Proposed Scope</b>		<b>Quantity</b>
1.	Remove existing Carpet & prepare to receive new tiles	m <sup>2</sup>	65.00
2.	Demount metal shelves to pave way for new Tiles	No	3.00
3.	Move Cub safe to pave way for new Tiles	No	1.00
4.	Retile section with 600 x 600 non-slippery, high traffic, Porcelain tiles	m <sup>2</sup>	65.00
6.	Remount Metal shelves to original position	No	3.00
7.	Reposition of cub safe to original position	No	1
8.	Grouting on tiles	m <sup>2</sup>	65
9.	Remove old carpet to Basement at Causeway building	Trips	1
10.	Make good area after completion of works		
<b>Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.</b>			
<b>Site visit date</b>	<b>Time</b>	<b>Physical address</b>	
15/11/2023	1130hrs	POSB HQ Causeway Building Cnr 3 <sup>rd</sup> and Central Avenue <b>Harare</b> <b>Assembly point: 4<sup>th</sup> floor reception.</b>	
<b>- Bidders to provide a detailed BOQ of expected works.</b>			

- We reserve the right to reject substandard works.
- Bidders to submit proof of valid membership with CIFOZ.

## **YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **to be quoted in US dollars of which payment will be processed in ZWL using the prevailing Mid-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.
- **Bidders with outstanding orders past their delivery timeframe will not be considered.**
- 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 verifiable PRAZ certificate.
  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>	13/11/2023
<b>Closing date</b>	<b>17/11/2023</b>
<b>Closing time</b>	<b>1000 hours</b>