



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** ..... **RB01/11/23/372**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision for service maintenance of air conditioning units for POSB Kopje Plaza as per annexure below.

	<b>Scope</b>	<b>Location</b>		<b>Quantity</b>
1.	Under ceiling air conditioning units	Banking halls	No.	4
	- Replacement of Air conditioning batteries (AAA)		No.	8
<b>Quotations must be inclusive of Labour, transportation, and provision of accessories.</b>				
<b>Bidders are invited for a compulsory site meeting on site to appreciate the works</b>				
<b>Venue</b>		<b>Date</b>	<b>Time</b>	
POSB Kopje Plaza Kopje plaza Cnr Kaguvi and Jason Moyo Harare		03/11/2023	1100hrs	

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

- **The applicable currency – to be quoted in US dollar of which payment will be processed in ZWL using the prevailing Midrate rate of the willing buyer willing seller at the date of payment processing.**
- Bidders with Outstanding purchaser order past their delivery period will not be considered.
- Only bid submissions from Suppliers that attend to the compulsory site visit will be considered.
- 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.
- 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) for the year 2023 in the form of 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](mailto: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.**

<b>Posted date</b>	01/11/2023
<b>Closing date</b>	<b>06/11/2023</b>
<b>Closing time</b>	<b>1000 hours</b>

