



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC15/11/23/393**.....

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

	Proposed Scope		Quantity
1.	Supply and fit Heavy duty door closers on fire escape doors	No.	18
2.	Attend and align doors to flash smoothly	No.	18
3.	Supply and Fit night latch locks on fire escape doors	No.	18
Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.			
Site visit date	Time	Physical address	
17/11/2023	1130hrs	POSB HQ Causeway Building Cnr 3 rd and Central Avenue Harare Assembly point: 4th floor reception.	

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	15/11/2023
Closing date	22/11/2023

Closing time	1000 hours
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