



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **PRJCTS05/12/23/415**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Karoi Branch repair and maintenance works as per scope of works on Pg 3 & 4.

Bidders are invited for a compulsory site meeting to appreciate the works.

	Venue	Date	Time
	POSB Karoi service centre branch 87 Fred Jameson Avenue Karoi	11/12/2023	1100hrs

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

- **The applicable currency – Bidders to submit their bids in USD of which payment will be processed in Zwl using the Willing buyer Willing seller Mid-rate 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.
- 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.
  5. Bidders must provide a detailed BOQ on submission of the quotation.
  6. Bidders must provide proof of CIFOZ membership.
  7. Submissions from Bidders that attended the compulsory site meeting will ONLY be considered.
- **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>	05/12/2023
<b>Closing date</b>	<b>13/12/2023</b>
<b>Closing time</b>	<b>1000 hours</b>

## **SCOPE OF WORK FOR KAROI**

### **Supervisor's Office**

1. Repair of roof leaks and removal of damaged ceiling boards
2. Supply and fix of suspended ceiling Gyproc ceiling tiles measuring 3.56\*8.16m
3. Supply and fix of 3\*2-foot LED lights (60\*60cm ceiling lights)
4. Remounting of a ceiling fan

### **Entrance to the safe/Vault**

1. Repair of roof leaks/replacement of membrane
2. Repainting of concrete deck measuring 5.0\*2.5m

### **Entrance to the kitchen**

1. Repair of roof leaks
2. Repainting of ceiling and affected areas measuring 3.4\*7.0\*1030mm and 1.2\*3m

### **Passage to the flats**

1. Repair of membrane
2. Repainting of the affected area measuring  $7.0*3.5m + (7.0*7.0)*2 + (3.5*7.0)*2$

### **Dining**

1. Repair of roof leaks
2. Repainting of affected areas
3. Repainting of damaged walls (8.5m\*5.5m\*3.1m height)
4. Replacement of conies measuring 8.5m
5. Replacement of missing wooden tiles measuring 5m<sup>2</sup>
6. Repair and repainting of door frame
7. Replacement of putty approximately 15kgs
8. Repainting of frames
9. Replacement of 2\*3 lever locksets
10. Provision of wooden skirting measuring 5.5m

### **Kitchen**

1. Repair and repainting of ceiling
2. Repainting of walls measuring 4.5\*3.5m
3. Replacement of door lockset-3 lever lockset

### **Bedrooms 1, 2 and 3**

1. Repair of roof leaks
2. Repainting of affected walls and ceiling measuring (5.0\*4.0m and 7.0\*6.0m) \*3
3. Replacement of windowpanes measuring 290\*575mm+575\*885mm

### **Concrete Deck**

1. Repair of concrete deck/replacement of deck membrane measuring 7.3\*8.6+6.4\*10.4
2. Replacement of fascia boards
3. Replacement of rusty gutters and down pipes
4. Unblocking the drains

### **Internal and External**

Repainting of walls