



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **RB12/12/23/421** .....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Structural maintenance repair works for POSB Nelson Mandela Service centre branch as per scope on page 3.

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

	Venue	Date	Time
	POSB Nelson Mandela Service centre branch Cnr Nelson Mandela/Leopold Takawira Street Harare	14/12/2023	1100hrs

Only bid submissions from suppliers that attend the compulsory meeting will be considered.

### **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>	12/12/2023
<b>Closing date</b>	<b>18/12/2023</b>
<b>Closing time</b>	<b>1000 hours</b>

## **SCOPE OF WORK**

1. Attend to branch roof leaks.
2. Attend to damaged ceiling tiles.
3. Attend to external gutters.
4. Attend to faulty window system.