



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # SEC05/12/23/414.....

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

	Proposed Scope
1.	Karoi service centre branch <ul style="list-style-type: none"> - Servicing of strongroom and safe doors - Attend to locking system and address had locking and unlocking
2.	First street Service <ul style="list-style-type: none"> - Supply and fit Euro profile lockset key (with 3 keys)
3.	Audit Department <ul style="list-style-type: none"> - Duplication of Euro profile keys x 7
3.	Kopje plaza Service centre <ul style="list-style-type: none"> - Duplication of Mortice key x 2 - Supply and installation of Night latch lock (with 3 keys) - Attend to Hinges on Aluminum door module on staff entry door
3.	Highglen service centre branch <ul style="list-style-type: none"> • Strongroom and safe doors - Service and attend to mechanism. • Back entry door - Replacement of door lock and general maintenance

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

Site visit date	Time	Physical address
07/12/2023	1000hrs	POSB Kopje Plaza Kopje plaza Building Cnr Kaguvi & Jason Moyo Harare
07/12/2023	1200hrs	POSB Highglen

		Shop 3 Highglen shopping centre Harare
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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	05/12/2023
Closing date	11/12/2023
Closing time	1000 hours