



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # SEC29/11/23/406A.....

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	Quantity
1.	Harare Esteem Showgrounds service centre branch <ul style="list-style-type: none"> - Upgrade of CCTV System - Replace faulty NVR With 1 x 32 Channel NVR non-POE 1 x 24 Port POE Switch 1 x 9 U Cabinet Supply and installation 3 Additional camera's 4MP Varifocal Supply and install additional 8 TB HDD 	1
2.	Zvishavane service centre branch <ul style="list-style-type: none"> - Urgent repair of CCTV 5 x Camera's not powering up. 2 x 4 Mega pixels Camera to be replaced. Service and refocus all other cameras. 	1
3.	Rusape Service centre <ul style="list-style-type: none"> - Urgent realignment of Mantrap door closer - Ensure the door closes smoothly and flashes 	1
4.	Causeway service centre <ul style="list-style-type: none"> - Attend to Alarm system, failing to arm. - Water suspected to have damaged the alarm system. 	1
5.	Kopje Plaza service centre branch <ul style="list-style-type: none"> -Attend to Alarm failing to arm at close of business. 	1

	- Fix sensors on exit door	
6.	Highglen service centre branch -Attend and fix broken cable on managers panic button	1

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	08/12/2023
Closing time	1000 hours