



*Simply Possible*

### OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** .....**ADMIN02/01/23/01**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for **Provision of Deep Cleaning of Carpets on** the 6<sup>th</sup> floor offices at POSB Causeway Headquarters.

Location	Offices
6th floor North Wing (CEO's Offices) Estimate surface Area -460 Sqm	1. Boardroom
	2. Conference Room
	3. CEO's Office
	4. P.A. to the CEO's office
	5. Passage
	6. Legal Manager
	7. Legal Waiting Room
	8. Company Secretary
	9. P.A. to the Company Secretary
	10. 6 <sup>th</sup> floor Reception Area
	11. Compliance Manager
	12. Compliance Offices x 2 offices
	13. Tea Room
	14. Bar
6th floor South Wing (Audit Offices) Estimate surface Area -239.28 Sqm <sup>2</sup>	1. Audit executive
	2. P.A. to Audit executive
	3. Senior Auditor
	4. IT Auditors
	5. Passage
	6. Audit pool office

**Your quotation should include materials, transport, Labour, and all accessories required.**

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

- **to be quoted in US dollar of which payment will 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 must note that if they put more than one option only their main offer will be evaluated.

**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. (Relevant category)
3. Bidders must attach Value Added Tax Certificate
4. Bidders must attach their valid ITF263 Tax clearance certificate.
5. Proof of ACCOZ registration.
6. Reference letters from at least 3 companies where works of a similar nature have been done in the last 3 years.

**SUBMISSION OF OFFERS / QUOTATIONS**

1. 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 on the email subject and be sent only to the email address [rfqs@posb.co.zw](mailto:rfqs@posb.co.zw).

2. NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.

<b>Posted date</b>	02/01/2024
<b>Closing date</b>	<b>03/01/2024</b>
<b>Closing time</b>	<b>1000 hours</b>