



*Simply Possible*

**OFFICIAL REQUEST FOR QUOTATION**

**Procurement Ref #** ..... **ADMIN02/01/24/03**.....

The People’s Own Savings Bank (POSB) invites your company to make a firm offer for Electrical maintenance works as per annexures below.

<b>Electrical Maintenance</b>		
	<b>Scope</b>	
1.	Electrical maintenance of Mezzanine ,1 <sup>st</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> ,6 <sup>th</sup> ,7 <sup>th</sup> & 15 <sup>th</sup> floor office overhead lights & PowerPoints	
2.	Electrical maintenance of Causeway Branch overhead lights & PowerPoints	
<b>We reserve the right to reject substandard material</b>		
Bidders are invited for a compulsory site meeting on site to appreciate the works		
<b>Venue</b>	<b>Date</b>	<b>Time</b>
POSB HQ Causeway Building Cnr 3 <sup>rd</sup> & Central Ave Harare <b>Assembly point 4<sup>th</sup> floor reception, Causeway Building</b>	04/01/2024	<b>1100hrs</b>

**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.
- Award will be on lot-by-Lot basis and is not conditional to the award of another lot.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.

- 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 verifiable PRAZ certificate.(Relevant category)
  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**

5. 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)
6. 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>	02/01/2024
<b>Closing date</b>	<b>08/01/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

