



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**ADMIN18/01/24/20**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of auctioneering and disposal of obsolete assets for POSB as follows:

### **Specific Requirements**

Provision of Auctioneering and Disposal of Obsolete POSB Assets detailed on the provided schedules.

<b>a</b>	<b>B</b>	<b>c</b>
<b>Lot No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>Bidding Currency</b>
1	Provision of auctioneering services: POSB motor vehicles.  <b>Some vehicles are in Harare and some others are in Bulawayo and must be auctioned at the Auctioneer's premises in Harare and Bulawayo respectively.</b>	United States Dollars
2	Provision of auctioneering services: POSB obsolete office equipment/furniture and ancillaries.  <b>Items are at various POSB branches countrywide and HQ and are to be auctioned at the Auctioneer's premises in Bulawayo and Harare respectively.</b>	United States Dollars or USD payable in ZWL at the prevailing rate date of payment

<b>Subject</b>	<b>Requirement</b>
<b>Services to be performed</b>	Provision Of Auctioneering and Disposal of Obsolete Assets Services
<b>Duration of contract</b>	The contract will be for 60 days calculated from the date order is issued.
<b>Other requirements</b>	Bidders must provide information on security measures to be implemented after receiving items to be auctioned.
<b>Supervision of performance</b>	The performance of the bidder will be supervised by POSB PMU in conjunction with the Finance and Administration department.

**Note 1:** Bidders must give their rates and include transportation of goods from our various branches countrywide to their premises in Harare and Bulawayo.

**Note 2:** Bidders must Include any additional costs, such as storage or hire of equipment to perform the services.

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

- **The applicable auctioneering services rate as percentage of proceeds realized.**
- **The applicable currency per lot.**
- Payment terms should be clearly stated and to be after execution.
- Validity period of quotation to be a minimum of 90 days.
- Bidders must state completion time from receipt of official order.
- 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 the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a valid PRAZ certificate for the relevant category.
3. Bidders must attach Value Added Tax Certificate

4. Bidders must attach their valid ITF263 Tax clearance certificate.
  5. Proof of Certification, Licensing or Accreditation as a service provider for auctioneering services.
  6. 3 Reference letters from previous customers indicating services of the same nature.
  7. Valid NSSA Clearance Certificate
  8. Bidders must have at least 3 years providing similar services.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

**SUBMISSION OF OFFERS/ QUOTATIONS**

9. 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).

**10.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>	18/01/2024
<b>Closing date</b>	<b>24/01/2024</b>
<b>Closing time</b>	<b>1000 hours</b>