



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC09/01/24/15**.....

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

LOT 1 : Provision for Locksmith services
- Urgent Opening of Chubb strongroom door and replace locks. - Installation of Inside security screen door with Dual locks
LOT 2: Access control Decommissioning, installation, and Expansion,
- Expansion of CCTV Coverage at POSB Bulawayo Main Street service centre to accommodate the new area to be used i.e., Additional 4 x 4MP IP cameras. - Installation of additional PIR to Cover the vault area. - Decommissioning of the CCTV and Alarm at Fort Street.

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

	Venue	Date	Time
	POSB Bulawayo Main service centre Corner Joshua Nkomo/Leopold Takawira. Bulawayo.	12/01/2024	1100hrs

Submissions from Bidders that attended the compulsory site meeting will **ONLY** be considered.

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.**
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- 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.
 3. Bidders must attach Value Added Tax Certificate
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
 5. Bidders must provide a detailed BOQ on submission of the quotation.
 6. Submissions from Bidders that attended the compulsory site meeting will ONLY be considered.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

7. 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
8. 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	09/01/2024
Closing date	17/01/2024
Closing time	1000 hours