



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **RB12/12/23/421A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Structural maintenance repair works for POSB Nelson Mandela Service centre branch as per scope below

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

Scope of works			
1. Repair and maintenance of branch roof leaks. (Asbestos covering)			
2. Supply and fit damaged ceiling tiles. (60 x 60 gyprock ceiling tiles)			
3. Repair and maintenance of external Galvanised gutters.			
4. Repair and maintenance of faulty window system.			
	Venue	Date	Time
	POSB Nelson Mandela Service centre branch Cnr Nelson Mandela/Leopold Takawira Street Harare	08/02/2023	1100hrs

Only bid submissions from suppliers that attend the compulsory meeting will be considered.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders to submit their bids in USD of which payment will be processed in Zwl using the Willing buyer Willing seller Mid-rate 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.
- 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.
 5. Bidders must provide a detailed BOQ on submission of the quotation.
 6. Bidders must provide proof of CIFOZ membership.
 7. 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

- 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	06/02/2024
Closing date	11/02/2024
Closing time	1000 hours