



## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **SEC12/02/24/51** .....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Repair Maintenance works for Access control systems POSB service centres as per annexure on page 3.

### **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.
- 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 with outstanding orders past their agreed delivery timeframes will not be considered.
- 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.
- **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](mailto: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.**

<b>Posted date</b>	12/02/2024
<b>Closing date</b>	<b>14/02/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

	<b>Proposed Scope</b>	<b>Qty</b>
1.	<b>POSB Masvingo branch</b> - Refocusing of ATM camera, Current camera is focusing on the old & obsolete ATM	1
3.	<b>POSB Bindura branch</b> - Repair of Mantrap booth (restoration of power to unit) - Make provision for shopfitting works or loose cubicle sections	1
3.	<b>POSB Mvuma Branch</b> - Replacement of Mantrap door hinges (Single entry cubical)	1