



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **SEC24/02/24/56** .....

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

Scope of works
<b>1. POSB Chipinge</b> - Repair and servicing of vault door upper key, experiencing stiffness when opening the upper lock
<b>2. POSB Westgate</b> - Attend to strong room door hinges that have shifted.
<b>3. POSB Mutare</b> - Attend to strongroom and safe locks. - Change combinations and cut 4keys
<b>4. POSB Highglen &amp; Premier Tobacco</b> - Opening and resetting of locking mechanism and cutting of new keys for safes. x 2 - Repair damaged External Fire rated door keyway section and replace 3 lever euro profile lockset
<b>5. POSB BALLANTYNE OFFSITE</b> - Secure loose metal filling shelves to the wall x 2

### **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.
- 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. (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>	14/02/2024
<b>Closing date</b>	<b>16/02/2024</b>
<b>Closing time</b>	<b>1000 hours</b>