



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC26/02/24/61**

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 who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past 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
- **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	26/02/2024
Closing date	28/02/2024
Closing time	1000 hours

	Location and scope of Works	Qty
1.	POSB HQ 1st floor security department section <ul style="list-style-type: none"> - Attend and Align Aluminum doors sagging at the bottom. 	1
3.	POSB Kopje Plaza branch <ul style="list-style-type: none"> - General servicing of mantrap door - Attend and fix failure to trap on entrance booth 	1
3.	POSB Westgate Branch <ul style="list-style-type: none"> - Attend to panic buttons not sending signals to reaction. - Address delayed response from reaction on intruder alarm. - Replace mantrap mimic panel whose key is broken 	1
4.	POSB First street Branch <ul style="list-style-type: none"> - Attend to alarm continuous sending of intruder alarm signal 	1
5.	POSB Rusape Branch <ul style="list-style-type: none"> - Realignment of mantrap door closer - Replace exit booth controller. - Replacement of 8 x Robot lights - Replace x Door closers 	