



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref # .....****MKTNG27/03/24/100****.....**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the demounting of World Remit Signages and make good the area at POSB service centres listed on the annexure below.

	<b>Branch Name</b>	<b>Lot Number</b>	<b>Direct Line</b>	<b>Address</b>
1	Esteem Showground	1	263242752443	Exhibition Park, Harare Showgrounds
2	Causeway	1	263242792045	Cnr Central Avenue / 3rd Street, Harare
3	Chitungwiza	1	263242121986	Shop 20, Chitungwiza Town Centre
4	First Street	1	2632703648	Kuwana House, Cnr First Street and Nkwame Nkrumah
5	Highglen	1	263242692498	Shop 3, Highglen Shopping Centre
6	Kopje Plaza	1	263242771865	Cnr Kaguvi / Jason Moyo
7	Nelson Mandela	1	263242751512	Cnr Nelson Mandela / Leopold Takawira Street
8	Southerton	1	263242620450	Cnr Highfield Road / Lobengula Road
9	Westgate	1	263242334101	Shop MP1, Westgate

				Shopping Centre
1	Esteem Ascot	2	263292250119	Shop 3, Ascot Shopping Centre, Bulawayo
2	Bulawayo Main	2	263292277169	Cnr Joshua Nkomo / Leopold Takawira, Bulawayo
3	Fort Street	2	263292267328	Cnr 13th Avenue / Forst Street, Bulawayo
4	Gokwe	2	263552592764	Intermarket House, Gokwe Centre
5	Gweru	2	263542220535	Cnr 7th Street / Robert Mugabe, Gweru
6	Haylet House	2	263292279205	Cnr J Tongogara / 9th Avenue, Bulawayo
7	Kadoma	2	263682123418	336 Robert Mugabe and Fit Square
8	Kwekwe	2	263552524575	Shop 9, Communication and Allied Building
9	Gwanda	2	263842822441	Stand Number 217 4th Avenue
10	Victoria Falls	2	2632132842631	1 Landela Complex
1	Beitbridge	3	852322750	96 Old Boarder Road, Beitbridge
2	Chiredzi	3	263312312200	Shop 3, Old Mutual Shopping Complex, Chiredzi
3	Masvingo	3	263392264309	48 Hughes Road
4	Mvuma	3	263542532225	Slice Complex, 580

				Masvingo Road
5	Zvishavane	3	263392352383	Stand Number 22-23 Robert Mugabe Way
1	Chipinge	4	263272042799	274 Main Street, Chipinge
2	Marondera	4	263652322982	Stand Number 1137, Second Street
3	Mutare	4	263202061957	Stand Number 4011 1st Avenue
4	Rusape	4	263252052092	8 Manda Avenue
1	Bindura	5	2636621067939	Shop 1, NSSA Complex, Bindura
2	Chinhoyi	5	263672125309	135 Midway Street, Chinhoyi
3	Karoi	5	263612157918	87 Fred Jameson Avenue
4	Mutoko	5	263652132748	Stand Number 50, Oliver Newton Road

1. Bidders are free to quote for all or part of the lots.
2. Bidders must consolidate their mileage charges for branches in the same direction.
3. Bidders must include making good the areas where they will demount the signages including removal of electrical wiring.

**YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **to be quoted in USD of which payment will be processed in ZWL using the willing buyer willing seller mid-rate prevailing on 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.
- 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 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 with outstanding orders past their agreed delivery timeframes will not be considered.**

**Bidders must also submit the following documents.**

1. Bidders must attach CR14 certificate – list of directors.
  2. Bidders must attach Value Added Tax Certificate
  3. 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**

4. 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)

5. 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>	27/03/2024
<b>Closing date</b>	<b>03/04/2024</b>
<b>Closing time</b>	<b>1000 hours</b>