



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #OHS21/03/24/95.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for Provision of Deep Cleaning of Carpets of the offices at POSB Causeway Headquarters.

1. Mezzanine floor Offices
2. 1st floor Offices
3. 4th floor Offices
4. 5th Floor Offices
5. 6th Floor Offices
6. 7th Floor Offices
7. 15th Floor Offices

Quotations must be inclusive of materials, labour, transportation, and all accessories.		
Bidders are invited for a compulsory site meeting on site to appreciate the works		
Venue	Date	Time
POSB HQ Cnr Central Avenue/ 3 rd Street Harare Assembly point 4 th Floor reception	25/03/2024	1130hrs

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 must note that if they put more than one option only their main offer will be evaluated.
- 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.
- 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. (Relevant category)
3. Bidders must attach Value Added Tax Certificate
4. Bidders must attach their valid ITF263 Tax clearance certificate.
5. Reference letters from at least 3 companies where works of a similar nature have been done in the last 3 years.

SUBMISSION OF OFFERS / QUOTATIONS

1. 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.
2. **NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.**

Posted date	21/03/2024
Closing date	27/03/2024
Closing time	1000 hours