



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC18/03/24/92**.....

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	18/03/2024
Closing date	22/03/2024
Closing time	1000 hours

	Location and scope of Works	Qty
1.	POSB Zvishavane service centre <ul style="list-style-type: none"> - Urgent servicing and repair of mantrap - Attend to entry booth intermittently failing to trap as per normal operations. 	1
2.	POSB Mutoko Service centre <ul style="list-style-type: none"> - Urgent repair of Mantrap booth, replace damaged panel on outer exit door. - Attend to CCTV remote viewing in the Managers office. 	1
3.	POSB HQ 15th floor Ladies rest room <ul style="list-style-type: none"> - Replacement of door closer 	1