



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #IT17/04/24/119.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the networking of our POSB Fort Street Service Centre as follows.

Description / Location	Number of Computers	Number of power points
20 U Cabinet		
Tellers	4	8
Enquiries	2	6
BackOffice	2	4
Cash Centre	4	8
Operations Manager	1	2
Service Centre Manager	1	2
Loans 1	1	2
Loans 2	1	2
Micro Finance	2	4
CIT	1	2
ATM	1	2
TOTAL POINTS		40

Bidders are invited for a compulsory site meeting at the following venue to appreciate the scope works and failure to attend the site visit will lead to automatic disqualification.

Location	Site visit date	Time	Address
POSB Fort Street Service centre	23/04/2024	1100hrs	POSB Fort Street Branch Cnr 13th Avenue / Forst Street, Bulawayo

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – to be quoted in US dollar of which payment will be processed in local currency 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.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past their delivery dates 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 Value Added Tax Certificate
 3. Bidders must attach their valid ITF263 Tax clearance certificate.
 4. Bidders must provide reference letters from a minimum of two clients where they did similar works of the same magnitude in the past three years.
- **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

6. 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	17/04/2024
Closing date	26/04/2024
Closing time	1000 hours