



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** .....**PRJCTS08/04/24/107A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Architectural designs and Council approvals for twelve (12) POSB Service Centres as per scope of works on the annexure 1 below.

Bidders required to include the following in their quote,

- Cost for carrying out the exercise (Consultancy services only).
- Transport and any other charges.

Annexure 1

### BRACHES TO RECEIVE THE WHEELCHAIR RAMPS

1. First Street, Harare
2. Chitungwiza
3. Nelson Mandela Harare
4. Gwanda
5. Victoria Falls
6. Beitbridge
7. Bulawayo Main
8. Fort Street, Bulawayo
9. Masvingo
10. Mutoko
11. Kadoma
12. Gokwe

### **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.
- Rates and all charges must be clearly tabulated up to council approval.
- 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 time frames will not be considered.
- Value added tax must be clearly and separately quoted.

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

1. Certificate of Incorporation
  2. Bidders must attach CR14 certificate – list of directors.
  3. Bidders must attach their valid ITF263 Tax clearance certificate.
  4. Company Profile
  5. Bidders must provide proof of registration with IAZ (Institute of Architects of Zimbabwe) or equivalent association for the year 2024.
  6. Bidders must provide properly signed reference letters from a minimum of 3 clients where contracts of designing and approval of wheelchair ramps or works of similar nature and magnitude were successfully performed in the immediate past three years.
  7. A valid NSSA clearance letter
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

## **SUBMISSION OF OFFERS/ QUOTATIONS**

8. 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)

9. **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>	30/04/2024
<b>Closing date</b>	<b>03/05/2024</b>
<b>Closing time</b>	<b>1000 hours</b>