



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**PRJCTS09/04/24/108**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the following additional renovation works at our POSB Fort Street service centre as per attached scope of works,

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY
Designing and fitting of counters in the main banking hall and the Micro Finance Unit.	No	7
Installation of aluminium shop front and glazing on both sides of the Mantrap Door.	m	
Designing of bulkheads	m	
Replacement of Chromadeck iron sheets that were blown away by the wind	No	2

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment will be processed in USD Local Nostro.**
- Payment terms should be clearly stated and to be after delivery/complition. 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 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 properly signed trade reference letters from a minimum of 3 clients where contracts of works of similar nature and magnitude were successfully performed in the immediate past three years.
 6. A valid NSSA clearance letter
 7. Bidders must provide proof of membership with CIFOZ or ZABG for year 2024.
- **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

9. 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	09/04/2024
Closing date	15/04/2024
Closing time	1000 hours