



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # RB05/04/24/106.....

The People’s Own Savings Bank (POSB) invites your company to make a firm offer for the Supply and installation of an in-branch Banking kiosk at Zimpost Borrowdale, as per attached BOQ on page 3 & 4.

Bidders are invited for a compulsory site meeting to appreciate the works involved		
Venue	Date	Time
Zimpost Borrowdale 63QP+793, Dornie Rd Pomona, Borrowdale Harare Contact Person: Mr J Masango - 0774929900	09/04/2024	1000hrs

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 with orders past their delivery timeframe will not be considered.
- 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 fulfil their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- Bid submissions from bidders who attend the compulsory site meeting will be Only 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 Value Added Tax Certificate
 3. 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

4. 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
5. 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	05/04/2024
Closing date	12/04/2024
Closing time	1000 hours

Proposed BOQ

ITEM	DESCRIPTION	UNIT OF MEASURE	QUANTITY
	Banking Hall		
1	Demolition of wooden counters	No	2
2	Removal of wooden and glass partitions	No	6
3	Demolition of concrete footrest	m ²	2
	Removal of worn-out vinyl tiels	m ²	36.66
	Retiling of floors with 600mm*600mm polished high traffic non slippery porcelain tiles and skirting.	m ²	36.66
4	Designing and installation of 2 Teller Counters with 30mm granite working and serving tops as per the detailed counter cross-section provided measuring 3.5 metres in length.		
5	Partitioning of the banking hall with aluminium framed 6.38mm laminated safety glass	m ²	38.5
6	Installation of suspended ceiling 600X600 Don grid suspended ceiling with acoustic surge sparkle/built tiles	m ²	35.2
7	Provision of 13Amp double socket to the customer waiting area	No	1
8	Provision of 5 lever cylinder lockset & accessories on doors	No	1
9	Brick dressing	m ²	80.5
10	Repainting of walls	m ²	45
11	Wood vanishing	m ²	22.75
12	Provision of trellis double door screen	No	1
13	Repair of overhead fan	No	2
	Storeroom		
14	Repainting of walls and ceiling	m ²	56
15	Provision of 5 lever cylinder lockset & accessories on doors	No	1
16	Tracing and restoration of power to the wall socket lighting system		
17	Replacement of broken louver glasses	No	2
18	Gents Toilets		
19	Replacement of old water closet with closed couple unit	No	1
20	Replacement of old urinary system with a single bowl	No	1
21	Cleaning of wash hand basin	No	1
	Ladies Toilets		
22	Replacement of old water closet with closed couple unit	No	1
23	Cleaning of wash hand basin	No	1
	Outside		
24	Repair of roof leaks		
25	Repainting of walls	m ²	43
26	Repainting of facia boards	m	20
27	Replacement of gutters	m	20

COUNTER DESIGN

