



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC09/04/24/109**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for

- Comprehensive Maintenance of Mantrap booths.
- Servicing of shopfitting works and electronics for POSB Branches as per annexure on page 3.

Bidders to provide indicative prices for the replacement of Major components for the following.

- Servicing to include shopfitting works and electronics.
- Door closers
- Rob lights
- Booth controllers
- Mimic Panel
- Batteries
- Magnetic lock
- Wooden Beams

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment with be processed in local currency 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.
- Award will be on lot-by-Lot basis and is not conditional to the award of another lot.
- 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	09/04/2024
Closing date	12/04/2024
Closing time	1000 hours

Lot 1			
	Branch	Type of booth Qty	QTY
1.	Causeway	Double Mantrap booth	1
2.	First street Branch	Double Mantrap booth	1
		Single Mantrap booth	1
3.	Nelson Mandela	Double Mantrap booth	1
		Single Mantrap booth	1
4.	Kopje Plaza Branch	Double Mantrap booth	1
5.	Esteem Showgrounds	Single Mantrap booth	1
6.	Westgate Branch	Double Mantrap booth	1
7.	Southernton Branch	Double Mantrap booth	1
8.	Highglen branch	Single Mantrap booth – Entry & exit	2
9.	Chitungwiza Branch	Single Mantrap booth – Entry & exit	2
10.	Marondera branch	Double Mantrap booth	1
11.	Rusape Branch	Double Mantrap booth	1
12.	Mutoko Branch	Double Mantrap booth	1
13.	Mutare Branch	Double Mantrap booth	1
14.	Bindura Branch	Double Mantrap booth	1
15.	Chinhoyi Branch	Double Mantrap booth	1
16.	Karoi Branch	Double Mantrap booth	1

Lot 2			
	Branch	Type of booth Qty	QTY
1.	Kadoma Branch	Double Mantrap booth	1
2.	Kwekwe Branch	Double Mantrap booth	1
3.	Gokwe Branch	Double Mantrap branch	1
4.	Gweru Branch	Double Mantrap booth	2
5.	Zvishavane Branch	Double Mantrap booth	1
6.	Masvingo Branch	Double Mantrap booth	1
7.	Chiredzi Branch	Double Mantrap booth	1
8.	Beitbridge Branch	Double Mantrap booth	1
9.	Gwanda Branch	Double Mantrap booth	1
10.	Bulawayo Main Branch	Double Mantrap booth	2
11.	Haylet House branch	Double Mantrap booth	1
12.	Fort street Branch	Double Mantrap booth	1