



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # SEC25/04/24/124.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Replacement of Alarm system for POSB branches as per annexure below.

Bidders are invited for a compulsory site meeting to appreciate the works involved		
Venue	Date	Time
POSB Westgate Shop MP1, Westgate Shopping Centre Harare	29/04/2024	1000hrs
POSB Bulawayo Main Cnr Joshua Nkomo/Leopold Takawira Bulawayo	30/04/2024	1000hrs
POSB Fort Street Cnr 13 th Avenue /Fort Street Bulawayo	30/04/2024	1100hrs

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	25/04/2024
Closing date	03/05/2024
Closing time	1000 hours