



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **EB02/05/24/132**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Offloading of ATMs as per scope below,

Item description: Automated Teller machines

Scope: Offloading from container and arranging inside warehouse at Causeway Building, corner Central Avenue and 3rd street.

Qty: 20

Weight: 484kg each (Average).

Offloading location: POSB HQ, Corner Central Avenue and 3rd street, Harare

SCOPE OF WORK

Offloading ATMs

Required are offloading services for 20 ATMs from the Container to our warehouse in Harare – Causeway Building

Each ATM weigh averagely 484 kg

Volume : 30.000 m³

Equipment: (Forklift and Trolley Jack) The service provider should have suitable equipment to handle the offloading of the ATMs from the container and transport them into our warehouse. The equipment should be capable of safely handling the weight and dimensions of the ATMs.

Expertise: The service provider should have experience in offloading items from containers and handling delicate and valuable equipment such as ATMs. They should be well-versed in the necessary techniques to ensure a smooth and damage-free transfer.

Safety Measures: Safety is of paramount importance during the offloading process. The service provider should follow all necessary safety protocols to protect their workers, the ATMs, and the surrounding environment. This should include the use of proper lifting techniques, securing the equipment during transportation, and adherence to all applicable safety regulations.

Timeliness: It is essential that the offloading services are conducted within a specific timeframe to ensure the smooth flow of operations. The service provider should be punctual and complete the offloading according to the agreed-upon schedule. (24 hours)

Expected date of arrival in Harare from Beira – 10 May 2024.

- **Bidders must state their hourly rate and any other charges required to do the job.**

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment will be processed in local ZIG 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.

- Bidders with outstanding orders past their agreed delivery timeframes will not be considered.
- 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 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

- 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	02/05/2024
Closing date	06/05/2024
Closing time	1000 hours