



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #MKTNG27/03/24/100A (RETENDER).....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the demounting of World Remit Signages and make good the area at POSB service centres in Harare and Chitungwiza listed on the annexure below.

	Branch Name	Address
1	Esteem Showground	Exhibition Park, Harare Showgrounds
2	Causeway	Cnr Central Avenue / 3rd Street, Harare
3	Chitungwiza	Shop 20, Chitungwiza Town Centre
4	First Street	Kuwana House, Cnr First Street and Nkwame Nkrumah
5	Highglen	Shop 3, Highglen Shopping Centre
6	Kopje Plaza	Cnr Kaguvi / Jason Moyo
7	Nelson Mandela	Cnr Nelson Mandela / Leopold Takawira Street
8	Southerton	Cnr Highfield Road / Lobengula Road
9	Westgate	Shop MP1, Westgate Shopping Centre

1. Bidders must include making good the areas where they will demount the signages including removal of electrical wiring and mounting brackets.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in USD 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 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 with outstanding orders past their agreed delivery timeframes will not be considered.**
- **Bidders who failed to fulfill the orders in the past year will not be eligible.**

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	17/05/2024
Closing date	20/05/2024
Closing time	1000 hours