



*Simply Possible*

### OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** .....OHS21/05/24/149.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the **Provision of Deep Cleaning of the** Causeway canteen at POSB HQ.

<b>Deep Cleaning of Causeway Canteen – mezzanine floor</b>	
Location	Offices
Mezzanine floor at Causeway Building	Canteen area and dining
Bidders are invited for a compulsory site meeting on site to appreciate the works.	
<b>Venue</b>	: 4 <sup>th</sup> floor reception (Assembly point) Causeway Building POSB Head office Corner 3 <sup>rd</sup> & Central Ave Harare
<b>Date of site visit</b>	: Thursday 23rd of May 2024
<b>Time</b>	: 1000hrs

- **Your quotation should include materials, transport, labour and all accessories required.**

**YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency –Bidders must submit their bids in USD and payment will be process 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 who have failed to fulfill their orders in the past year will not be considered.
- Bidders with outstanding orders past their delivery period will not be considered.
- Bidders must note that if they put more than one option only their main offer will be evaluated.

**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.

**SUBMISSION OF OFFERS / QUOTATIONS**

1. 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](mailto:rfqs@posb.co.zw).
2. **NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.**

<b>Posted date</b>	21/05/2024
--------------------	------------

<b>Closing date</b>	<b>24/05/2024</b>
<b>Closing time</b>	<b>1000 hours</b>