



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC14/05/24/140**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision Locksmith and maintenance services as per annexure below.

DESCRIPTION	QTY
1. Mezzanine Floor - Supply and fit new night latch and Euro profile cylinder locks on wooden door to the canteen	1
2. Mezzanine Floor - Servicing and cutting of new keys for the two glass doors to the canteen.	2
3. Mezzanine Floor - Fitting our own door to the main entrance door to the canteen ladies and gents rest rooms.	1
4. POSB Causeway Service Centre - Fitting our own door to the Causeway Service Centre kitchen.	1
5. POSB 4th Floor - Attend to door for the Financial Accountant's office not closing properly.	1
6. KG6 Army Barracks ATM site - Opening of locked ATM room and installation of a new 3 lever lockset at the site.	1

Bidders are invited for a compulsory site meeting on site to appreciate the works.

Venue : 4th floor reception (Assembly point)
Causeway Building
POSB Head office
Corner 3rd & Central Ave
Harare

Date of site visit : Wednesday 15th of May 2024

Time : 1430hrs

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.
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- 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.
- 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 verifiable PRAZ certificate. (Relevant Category)
 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

5. 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
6. 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	14/05/2024
Closing date	17/05/2024
Closing time	1000 hours