



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN06/06/24/167**.....

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

DESCRIPTION	QTY
1. Mezzanine Floor - Fire rated door to Mortgages department - Repairs to door with broken bullet hinges	1
2. 7th Floor - Help Desk, Database Administrator and Systems Administrator. - Attend to door frame supporting modules which are not secure.	3
3. 5th Floor – HR Clerk - Replace existing 3 lever lockset.	1
4. 5th Floor – Switch Board - Attend to partition module supporting the door frame.	1
5. 4th floor – CFO's Office - Attend to partition module supporting the door frame.	1
6. 4th Floor - Head Institutional Banking	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 : Monday, 10th of June 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 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 who have failed to fulfill their orders in the past year will not be considered.
- Bidders with outstanding purchase orders that are past their agreed delivery timeframes will not be considered.
- 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 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	06/06/2024
Closing date	12/06/2024
Closing time	1000 hours