



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: **ADMIN10/06/24/177**

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision for Installation, service maintenance / repair of air conditioning units as per annexure below.

	Location and Scope		Qty	Rate
1.	15th Floor Office - Service maintenance and repair of air conditioning units	No.	1	
2.	7th floor Offices - Service maintenance and repair of air conditioning units	No.	4	
3.	6th floor Offices - Supply and installation of air conditioning unit - Service maintenance and repair of air conditioning units	No.	1	
		No.	8	
4.	5th floor Offices - Service maintenance and repair of air conditioning units	No.	8	
5.	4th Floor Offices - Service maintenance and repair of air conditioning units - Service of Air duct	No.	5	
		No.	1	
6.	Mezzanine Floor offices - Service maintenance and repair of air conditioning units	No.	13	
Total				
Quotations must be inclusive of Labour, transportation, and provision of accessories.				
Bidders are invited for a compulsory site meeting on site to appreciate the works				
Venue		Date	Time	
POSB Head office Causeway Building Cnr 3 rd and central Avenue Harare		12/06/2024	1100hrs	

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment with be processed in ZIG 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.
- Validity period of quotation to be a minimum of 30 days.
- Award will be on product basis and is not conditional to the award of another lot.
- 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.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- Bid submission from bidders that attend the compulsory site visit will be considered.
 - 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.
4. Bidders must submit their ZRAA or CIFOZ membership certificate.
5. Bidders must attach 3 signed reference letters of similar supplies or works done in the past 3 years.

- **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	10/06/2023
Closing date	14/06/2023
Closing time	1000 hours