



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **ADMIN14/06/24/181**.....

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

DESCRIPTION	QTY
<b>1. Contact Centre Restrooms on the Mezzanine Floor</b> - Replace 1) Junior Flush Master Housing 2) Urinal housing with a crack	<b>2</b>
<b>2. Canteen gents restrooms on the Mezzanine floor.</b> - New complete flush master housing with pistons, kits and all accessories.	<b>2</b>
<b>3. Canteen gents restroom on the Mezzanine floor.</b> - New Basin Mixer and replace the old and leaking galvanised drain pipe with a PVC pipe.	<b>1</b>
<b>4. 15<sup>th</sup> Floor gents restroom</b> - Attend to toilet not flushing and the other one taking time to drain.	<b>2</b>

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

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

**Date of site visit** : Monday, 17<sup>th</sup> 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.
4. New bidders must provide reference letters from a minimum of 2 reputable organizations they have provided similar works in the last 2 years.

- **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](mailto: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.

<b>Posted date</b>	14/06/2024
<b>Closing date</b>	<b>19/06/2024</b>
<b>Closing time</b>	<b>1000 hours</b>