



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **ADMIN22/06/24/194**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of borehole siting, drilling, installation and commissioning at our POSB Kadoma Service Centre as per scope below.

### SCOPE OF WORK

1. Siting of Borehole and produce a report
2. Drilling of a borehole, double casing, installation of one garden tap and connecting the system to the main branch water system.
3. Making all the necessary connections and commissioning of the borehole.

### ADDITIONAL NOTES

1. The winning bidder to get all the necessary approvals from the relevant authorities.
2. The contract will be a **Water Hole Policy**. The borehole must be able to achieve a **minimum of 5000 litres** of water per day.
3. The casing of the borehole will be done using 140mm class 10 pipes.
4. Bidders to provide 12 months warranty to the water pump to be supplied.
5. Bidders must quote for the full casing of the borehole.
6. Connection of the borehole to power is through AC
7. The winning bidder to carryout capacity test of the borehole.
8. The minimum depth of the borehole is 60m. Bidders must provide a cost build up to 60m, that is, for the first 40m and cost per metre for the next 20m (from 40m) which will add up to 60m in total.

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

**Venue** : POSB Kadoma Service Centre  
336 Robert Mugabe and Fit Square  
Kadoma

**Date of site visit** : Friday, 28<sup>th</sup> of June 2024

**Time** : 1000hrs

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

- The applicable currency – **to be quoted in US dollars of which payment will 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 60 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. Three written trade references where contracts of the similar nature and magnitude were successfully performed in the immediate past three 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>	22/06/2024
<b>Closing date</b>	<b>03/07/2024</b>
<b>Closing time</b>	<b>1000 hours</b>