



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**RB08/06/24/173**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of office furniture to our POSB Fort Street Service Centre and POSB HQ as per annexure below: -

	Description	Quantity
1.	High back swivel chair in black fabric	6
2.	Mid back swivel chairs in black fabric	11
3.	Midback visitors chairs	6
4.	Regent 5 drawer desk in light oak with black inlay	1
5.	Desk size 1800 x 900mm in light oak	2
6.	3 Drawer desks in light oak	3
7.	4 Drawer wooden filing cabinets in light oak	5
8.	Mesh waste paper bins about (300mm (Diameter) x 340mm (Height)	5
9.	6 Seater workstation (Each desk measuring 1500mm x 900mm in light oak with wooden dividers)	1
10.	Work table 2000mm (L) x 1200mm (W) X 900mm (H) top with Formica finish.	1
11.	3 Seater airport chairs in black fabric	2

- **Bidders must provide images of the furniture quoted.**
- **We reserve the right to reject substandard furniture.**
- **The bank may require to view the furniture quoted.**
- **The furniture for Fort Street should be delivered to our POSB Fort Street branch in Bulawayo.**

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 prevailing willing buyer willing seller mid-rate 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 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 orders in the past year will not be considered.
- Bidders with outstanding orders past their agreed delivery time frames will not 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.
- **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	08/06/2024
Closing date	12/06/2024
Closing time	1000 hours