



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN04/09/24/289**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for Esteem banking showground maintenance works as per scope of works on page 3

Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.		
Site visit date	Time	Physical address
06/09/2024	1430hrs	POSB Esteem Banking Showgrounds Exhibition Park, Harare Showgrounds Harare

- Bid submissions from bids that attend the site meeting will only be considered.

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.

- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents.

1. Bidders must attach CR14 / CR6 certificate – list of directors.
 2. Bidders must attach Value Added Tax Certificate
 3. Bidders must attach their valid ITF263 Tax clearance certificate.
 4. Bidders to provide 3 reference letters of similar works carried out in the past 3 years for financial institutions.
- **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
6. 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	04/09/2024
Closing Date	11/09/2024
Closing Time	1000hrs

Lot	Description	Unit	Quantity
1a.	Painting Prepare, stop, and apply one undercoat and two finishing coats washable external quality PVA paint externally on: (Dulax or pluscon paints only)	m ²	297
1b.	Touch up manufacturer's priming coat and apply one undercoat and two finishing coats high gloss enamel paint on Steel trail.	m ²	33
2.	Tiling Removal of worn-out carpet 40mm cement sand screeding to receive new tiles. 600 x 600 x 12mm glassed Porcelain floor tiles laid on cement and sand screed (1:3) to an overall thickness of 40 mm strictly in accordance with the manufacturer`s recommendations (Prime Cost \$18.00/m ²) on:	m ² m ²	35 35
3.	Paving 60mm interlocking pavers laid on 150mm compacted crusher run layer to fall including quarry dust and prepare 6 flower beds	m ²	290
4.	Banking hall entrance Extend mantrap door ramp and make good to the affected area	m ²	1

