



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**RB04/09/24/288**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of office furniture items for Agency & Compliance departments as per annexure below: -

	Description	Quantity
1.	Teller stools without arms (black Fabric) - 5-star base with glides	31
2.	Mid back Visitors chairs (black fabric) black steel sleigh base for visitors.	20
3.	High Back Swivel (Black fabric) - 5-star base with Casters - tilt mechanism	7
4.	High back Swivel chair (black Leather) - 5-star base with Casters - tilt mechanism	1
5.	Mid Back Swivel (Black fabric) - 5-star base with Casters - tilt mechanism	12
6.	5 Drawer Regent desk with full black inlay (1800 x 1000) (MDF) light oak	1
7.	Desk (1800 x 900) MDF Light oak	2
8.	Kitchen table (sample picture required)	1
9.	Kitchen chairs (sample picture required)	4
10.	3-Seater fabric padded airport benches are padded on the back and seat. Code: WT-321-3 (Sample picture on page - 3)	2
11.	Water dispenser - Hot & Cold Dispenser, 18 - 20L Water bottles	2
12.	Microwave (Black) - Net Capacity: 34L, Grill microwave, electronic control, Digital display, Power out, 1000W microwave, 1300W grill	1
13.	Refrigerator C350L (Black) - Bottom Freezer /Fridge	3

- **Bidders must provide images of furniture items quoted**
- **We reserve the right to reject substandard furniture**
- **The bank may require viewing the furniture items quoted**
- **Furniture items to be delivered to our POSB Main Street branch.**

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment will be processed in ZWG 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 sheets 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 attach 3 authentic signed reference letters of supplies of a similar nature 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

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	06/09/2024
Closing time	1000 hours

Sample three-seater required

Code – WT-321-3

