



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**SEC12/09/24/286**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the repairs to access control systems at POSB branches and alarm system at Cash Centra Harare as per annexure below.

Item description	Qty
1. Urgent repairs to double Mantrap booth at POSB Bindura. - Exit booth constantly trapping clients.	1
2. Repairs to alarm system at Cash Centre Harare on the mezzanine floor at POSB HQ. - Address failure to send signal.	1
3. Urgent repairs to Mantrap booth at Esteem Banking Harare Showground. - Replace single booth mantrap board. No power.	1

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment will be processed in local ZWG 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 for payments above USD\$20,000.00 or equivalent.

- 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.
- **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	12/09/2024
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Closing date	16/09/2024
Closing time	1000 hours