



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **SEC12/09/24/287**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision Locksmith and maintenance services as per annexure below.

DESCRIPTION	QTY
1. Borrowdale Zimpost branch - Change combinations and cut 4 new keys for open 2 hole strongroom door. - Type of keys - long	4
2. E-Banking department at POSB HQ on the mezzanine floor. - Supply and fit new Europrofile cylinder lock with 2 keys on link door between Mobile and Internet Banking Manager's office and E-Banking pool office	1
3. First floor rest rooms - Duplicate keys for 1 st floor restrooms with mortice lockset.	3
4. Risk Manager's Office - Duplicate keys for Europrofile lockset.	2
5. Registry department on the mezzanine floor - Duplicate keys for mortice lockset.	2

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment with 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.
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- Bidders who have failed to fulfill their orders in the past 1 year will not be considered.
- 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 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
Closing date	16/09/2024
Closing time	1000 hours