



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **PRJCTS14/01/25/15**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of works for as per scope of works below.

Zimpost Borrowdale	Units	Qty	Rate	Amount
Demolition of aluminum shopfront	m ²	3		
Brick up, plaster, skim and painting of constructed walls and make good	m ²	40		
installation of a standard door with a door closer and yale lock with a metal screen	m ²	2.5		
Provision of 4ft LED tube	No.	1		
Provision of Power supply and installation of 13amp double sockets	No	1		
Supply and installation of suspended ceiling 600 x 600 don grid suspended ceiling acoustic surge sparkle /built tiles	m ²	7.5		

POSB Kwekwe	Units	Qty	Rate	Amount
Demolition of aluminum shopfront with burglar bars	m ²	3		
Brick up with 230 wall, plaster, skim and painting of constructed walls and make good	m ²	32		
Installation of a standard door with a door closer and yale 4 lock with a metal screen	m ²	7.5		
Provision of 4ft LED tube	No.	1		
Installation of aluminum shopfront measuring 1.5m x 1.2mx2.4m height fitted with 6.38mm laminated glass	m ²			
Provision for power and supply and installation of 13Amp double sockets	no	1		

POSB RUSAPE	Units	Qty	Rate	Amount
Designing and mounting of an ATM shed measuring 1.7m*1.5m	m ²	6.2		

Bidders are invited for a compulsory site meeting on site to appreciate the works		
Venue	Date	Time
Zimpost Borrowdale 63QP+793, Dornie Rd Pomona, Borrowdale Harare	21/01/2025	1000hrs
POSB Kwekwe Shop 9, Communication and Allied Building Kwekwe	21/01/2025	1400hrs
POSB Rusape 8 Manda Avenue Rusape	22/01/2025	1100hrs

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.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders with outstanding orders past their agreed delivery timeframes will not be considered.
- Bidders who failed to fulfill their orders in the past year will not be eligible.
- Bidders must note that if they put more than one option only their main offer will be evaluated.

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 proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of valid PRAZ certificate.
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
 5. Bidders to provide proof of similar work done in the last 3 years e.g reference letters.
 6. Bidders to submit proof of valid membership with CIFOZ, ZBCA
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

7. 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.
8. **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	15/01/20265
Closing date	24/01/2025
Closing time	1000 hours