



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **ADMIN24/09/24/319**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for locksmith service and repair of metal trunks as per annexure below.

Location and description
<b>1. Mezzanine Floor</b> <ul style="list-style-type: none"><li>- Repair of fire rated door</li><li>- Passage door frame module</li></ul>
<b>2. Mezzanine Floor Cash center</b> <ul style="list-style-type: none"><li>- Security entrance door module and screen gate repair</li><li>- Repair of Metal cash trunks</li></ul>
<b>3. 1<sup>st</sup> floor (security section)</b> <ul style="list-style-type: none"><li>- Security office entrance door</li><li>- E- banking manager door lock</li></ul>
<b>4. 5<sup>th</sup> floor – Human resources</b> <ul style="list-style-type: none"><li>- OHS office entrance door _repair</li><li>- Human Capital entrance door _ repair</li></ul>
<b>5. 4<sup>th</sup> Floor _</b> <ul style="list-style-type: none"><li>- Entrance door module _repair</li></ul>
<b>6. 6<sup>th</sup> Floor _ Legal department</b> <ul style="list-style-type: none"><li>- Entrance door module _ repair</li></ul>
<b>7. 7<sup>th</sup> Floor</b> <ul style="list-style-type: none"><li>- CIO door _ repair</li></ul>
<b>8. 15<sup>th</sup> floor</b> <ul style="list-style-type: none"><li>- Ladies' restroom door _ repair</li></ul>
<b>9. Zimpost Borrowdale offsite</b> <ul style="list-style-type: none"><li>- Supply and fit euro profile door lockset</li></ul>

Bidders are invited for a compulsory site meeting to appreciate the works.

Venue	Date	Time
POSB HQ – Causeway building Cnr 3 <sup>rd</sup> and Central Ave Harare	01/10/2024	1100hrs

**YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **to be quoted in US dollar of which payment with 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.
- **Award will be on lot-by-Lot basis and is not conditional to the award of another lot.**
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.
- 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 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 provide a detailed BOQ on submission of the quotation.
5. Submissions from Bidders that attended the compulsory site meeting will ONLY be considered.

- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

**SUBMISSION OF OFFERS/ QUOTATIONS**

6. 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](mailto:rfqs@posb.co.zw)
7. NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.

<b>Posted date</b>	28/09/2024
<b>Closing date</b>	<b>04/10/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

