



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN01/04/25/76**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the integration of the 12th floor north wing offices to the POSB HQ main generator.

DESCRIPTION	QTY
- Integration of 12 th floor north wing offices to the main POSB HQ main generator	1

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

Venue : 4th floor reception (Assembly point)
Causeway Building
POSB Head office
Corner 3rd & Central Ave
Harare

Date of site visit : Wednesday, 02 April 2025

Time : 1430hrs

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.
- 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.
 4. Bidders must attach their prove of valid registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
 5. New bidders must provide reference letters from a minimum of 2 reputable organizations they have provided similar works in the last 3 years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

6. 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
7. 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	01/04/2025
Closing date	04/04/2025
Closing time	1000 hours