



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **RISK14/05/25/96**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer of the following for Repair and alignment of wooden doors at POSB HQ.

Description		Qty
Repair and realignment of wooden doors		5
Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.		
Site visit date	Time	Physical address
16/05/2025	1430hrs	POSB HQ Causeway Building Cnr 3 rd & central Avenue Harare Assembly point: 4 th floor reception

NB: Bidders to indicate warranty period for repairs carried out.

- We reserve the right to decline substandard repair equipment
- We reserve the right to reject substandard material

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars 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.
- 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 attach material data sheet where applicable.

- Bidders must note that if they put more than one option only their main offer will be evaluated.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- Only Bid submission from bidders that attend the compulsory site meeting will be considered.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents

1. Bidders must attach CR6/14 certificate – list of directors
 2. Bidders must attach their valid proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a verifiable PRAZ certificate for the relevant category.
 3. Bidders must attach Value Added Tax Certificate
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
 5. Bidders must attach valid Nssa Certificate.
 6. Bidders must attach 3 reference letters of similar supplies done in the past 3 years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

- 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 and be sent only to the email address rfqs@posb.co.zw.
- **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	14/05/2025
Closing date	19/05/2025
Closing time	1000 hours