



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**ADMIN12/06/25/112**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of '**URGENT**' plumbing services at POSB HQ as follows.

ITEM DESCRIPTION – PLUMBING SERVICES AT POSB HQ	UNIT OF MEASURE	QUANTITY
1. Attend to Junior flash master and blocked urinal in the gents restroom on the 15 th floor	Each	1
2. Attend to blocked sink in gents restroom on the 4 th floor	Each	1
3. Replace urinal basin which has a crack on the 12 th floor gents restroom	Each	1
4. Attend to flash head leaking from the wall – replace flash rubber in ladies restroom on the 4 th floor	Each	1
5. Attend to leakage coming from the pan connector in 1 st floor gents restroom	Each	1
6. Attend to junior flash master spreader which is blocked at Causeway Service Centre	Each	1
7. Attend to under sink flooding in the Reconciliations department ladies restroom on the mezzanine floor	Each	1

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

Venue : POSB HQ
Causeway Building
Corner Central Avenue / 3rd Street
Harare

Assembly point : 4th Floor reception

Date of site visit : Monday, 16 June 2025

Time : 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 for amounts 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 immediate past one 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 indicated.

Bidders must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors.
2. Bidders must attach Value Added Tax (VAT) Certificate.
3. Bidders must attach their valid ITF263 Tax clearance certificate.
4. Bidders must attach their valid PRAZ registration certificate for the relevant category.

5. New bidders must provide three written trade references where contracts of the similar nature and magnitude were successfully performed in the immediate past three 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	12/06/2025
Closing date	18/06/2025
Closing time	1000 hours