



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**ADMIN03/01/26/01**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of electrical maintenance works at our POSB Service Centres as follows.

<b>ITEM DESCRIPRION</b>	<b>Unit of measure</b>	<b>QTY</b>
1. Retrofitting of our own 4 Ft LED lights at our POSB Boka sub branch	No.	8
2. Supply and fit 600mmx600mm 48w panel lights at our POSB Southerton branch.	No.	2

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

- The applicable currency – **to be quoted in US dollar 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 an amount above USD\$20,000.00 or equivalent.
- 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 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 with outstanding orders past their agreed delivery timeframes will not be considered.
- Bidders who have failed to fulfill their orders in the immediate past one year will not be considered.

**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 valid PRAZ certificate for the relevant.
  5. New bidders must provide trade references from at least three institutions where similar works were carried out in the past five 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](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>	03/01/2026
<b>Closing date</b>	<b>05/01/2026</b>
<b>Closing time</b>	<b>1100 hours</b>