



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**SEC09/02/26/21**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the "URGENT" repairs to CCTV systems at POSB Service Centres as per annexure below.

Item description	Qty
1. Urgent repairs to the CCTV system at <b>POSB Nelson Mandela branch</b> .  - Attend to 2 cameras on the CCTV which are not showing any pictures with error message ~ Camera is disabled or not connected.	1
2. Urgent repairs to CCTV system at <b>POSB Marondera branch</b> .  - Attend to error message ~ IVMS4200, CONNECTING TO DEVICE. Camera disabled or not connected. Also address remote viewing in manager's office.  - Accessories, labour and mileage.	1
3. Urgent repairs to CCTV system at <b>POSB Mutoko branch</b> .  - Attend to 6 cameras on the CCTV which are not showing any pictures with error message ~ Network is unreachable. Please edit parameters.	

**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 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 indicated.

**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 registration certificate.
  5. New bidders must attach three written trade references for similar works in the 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](mailto:rfqs@posb.co.zw)
7. NB Offers not received by 11:00 hours on the closing date SHALL be treated as late tenders and will not be considered.

<b>Posted date</b>	09/02/2026
<b>Closing date</b>	<b>11/02/2026</b>
<b>Closing time</b>	<b>1100 hours</b>