



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #RB23/04/26/34.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for electrical maintenance works at our POSB First Street and Esteem Banking Harare Service Centres as per annexure below.

ELECTRICAL MAINTENANCE AT FIRST STREET SERVICE CENTRE	QTY	COMMENT
1. Repair to branch overhead lighting and offices lights	1	
2. Branch overhead lights	10	Fix and Supply
3. Fit our own 4 FT LED Tubes	43	Fix our own
4. Supply and fix ceiling Bulbs	4	Fix and Supply
5. Signage lights	6	Fix and Supply
Esteem Banking Harare		
1. Rewiring of electrical cables from mains in Service Centre Manager's office to the Supervisor's office and Kitchen to restore power.		Fix and Supply
2. Addition of 30Amp and 20Amp MCB at the mains breaker in the Service Centre Manager's Office		Fix and Supply

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

1. Venue : POSB First Street Service Centre
Kuwana House,
Cnr First street & Kwame Nkurumah Avenue
Harare

Date of site visit : Tuesday, 27 April 2026

Time : 1430hrs

2. Venue : Esteem Banking Harare
Harare exhibition Centre
Harare

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 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 NSSA certificate

5. Bidders are required to submit written and signed trade references, dated not more than three (3) years ago, demonstrating experience in similar services (electrical maintenance).
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

1. 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
2. NB Offers not received by 11:00 hours on the closing date SHALL be treated as late tenders and will not be considered.

Posted date	23/04/2026
Closing date	29/04/2026
Closing time	1100 hours