



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **POSB2026/175**

Tender ID :68514/68516

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply, delivery and installation of Air conditioning units to POSB HQ as per specifications below:

ITEM DESCRIPTION		Qty
POSB Chitungwiza		5
POSB Head office		2
Makombe deeds office subbranch		1
POSB Boka		1
Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.		
Site visit date	Time	Physical address
15/05/2026	1000HRS	POSB HQ Causeway Building Cnr 3 rd and Central Avenue Harare
15/05/2026	1100HRS	POSB Deed Office subbranch Old Passport complex Harare
15/05/2026	1230HRS	POSB Boka Boka Tobacco Auction floors Harare
15/05/2026	1400HRS	POSB HQ Chitungwiza Town centre complex Chitungwiza

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in ZWG Using the prevailing willing buyer willing seller mid-rate 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 must state 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.
- Bidders with outstanding orders past their agreed delivery time frames will not be considered.
- Bidders who have failed to fulfill their orders in the immediate past one year will not be considered.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents

1. Bidders must attach CR14 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 dealership certificates .
7. Bidders must submit their ZRAA or CIFOZ membership certificate.
8. Bidders must attach quotations with their company letters, contact numbers and email addresses.
9. At least three signed authentic trade references where deliveries of the same nature have been successfully delivered in the past three years.

SUBMISSION OF OFFERS / QUOTATIONS

1. Bids must be submitted electronically through the e-Government Procurement (e-GP) system which can be accessed through the website egp.praz.org.zw.
2. Late bids cannot be submitted

Posted date	13/05/2026
Closing date	20/05/2026
Closing time	1100 hours