



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **POSB2026/09**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the following works at POSB HQ.

SCOPE OF WORKS

Item description	Unit of measure	Qty
POSB HQ – Causeway Building: Installation of louvers in the Recoveries office.	Each	5

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

1. Venue : **POSB HQ**

Causeway Building
Cnr Central Avenue and 3rd Street
Harare

Assembly point : 4th floor reception

Date of site visit : Monday, 29 June 2026

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 shall be clearly specified and shall provide for payment upon delivery of goods or services. POSB shall not entertain requests for upfront cash payments unless the supplier has furnished an advance payment guarantee, and only in respect of payments exceeding USD 20,000.00 or the equivalent amount in other currencies.
- Validity period of quotation to be a minimum of 60 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.
- Quotations must be inclusive of the applicable value added tax (VAT).

Bidders must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors.
2. Bidders must attach their valid ITF263 Tax clearance certificate together with their Value Added Tax (VAT) certificate.
3. Bidders must attach their valid PRAZ certificate for the relevant category.
4. Bidders must attach a minimum of three written and signed trade references dated not more than 5 years where contracts of similar nature and magnitude (shopfitting and aluminium refurbishment works) were successfully performed.

5. Bidders must attach their valid NSSA certificate
6. Bidders must attach proof of their registration with CIFOZ, ZBCA or Ministry of Local Government and Public Works.

Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.

SUBMISSION OF OFFERS/ QUOTATIONS

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

Posted date	23/06/2026
Closing date	01/07/2026
Closing time	1100 hours