



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #RFQ2026/110.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of locksmith services at POSB Karoi and Westgate Service Centres as follows: -

<u>SCOPE OF WORKS</u>	<u>QTY</u>
1. Provision of locksmith services at POSB Karoi Service Centre : - Attend to safe lock failing to enter the keyhole.	1
2. Provision of locksmith services at POSB Westgate Service Centre : - Attend to upper lock failing to fit into the keyhole. Locking mechanism requires attention.	1

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders Must submit their bids in USD and 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 amounts 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.
- 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 will not be considered.
- Quotations must be inclusive of Value Added Tax (VAT).

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 for the relevant category.
 5. Bidders must attach their valid NSSA certificate
 6. Bidders must attach three authentic written and signed trade references of similar works (provision of locksmith services) dated not more than three years on 'Ability to carry out the project - Attach relevant experience'.
- **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	16/07/2026
Closing date	22/07/2026
Closing time	1100 hours