



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: **RFQ2026/126**.....

Tender : 106450

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Service and maintenance of Air conditioning units for the following offices.

- Recoveries Office

Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.		
Site visit date	Time	Physical address
21/09/2026	1130hrs	POSB Causeway Branch Causeway Building Cnr 3 rd & Central Ave Harare

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment with be processed in ZIG using the prevailing Midrate rate of the willing buyer willing seller at 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.
- The 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 attach material data sheet where applicable.

- Bidders must note that if they put more than one option only their main offer will be evaluated.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- Bid submission from bidders that attend the compulsory site visit will 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 Value Added Tax Certificate
 3. Bidders must attach proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of valid PRAZ certificate.
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
 5. Bidders must submit their ZRAA or CIFOZ membership certificate.
 6. Bidders must attach CVs of key personnel proposed for air conditioning repair and maintenance services, including evidence of relevant HVAC/Refrigeration qualifications, valid trade test certificates, or recognized professional certifications
 7. Bidders must attach 3 signed, authentic and stamped reference letters of similar supplies or works done in the past 3 years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

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	17/09/2026
Closing date	23/09/2026
Closing time	1100 hours