



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 relocation and set up of temporary POSB Kadoma branch for the following offices.

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	Kadoma Zimpost Robert Mugabe Road, Kadoma Contact person: Masango - 0774929000

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment will 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 valid ZRAA or CIFOZ membership certificate.
 6. Bidders must attach 3 signed authentic, traceable and stamped reference letters of similar 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	16/09/2026
Closing date	23/09/2026
Closing time	1100 hours

ITEM	DESCRIPTION	QUANTITY
1. Counter Modifications	3 counters. Remove existing front glass partitions; install 3 internal 5mm frosted glass partitions measuring approximately 67cm × 107cm with aluminium frames; - replace 4 missing glass panels between counters measuring approximately 60cm × 62cm; - replace glass panel measuring approximately 72cm × 62.5cm.	3 4 3
2. Counter Cash Drawers / Cash Boxes	Provide lockable under-counter cash drawers/boxes measuring approximately 85cm × 75cm, each with 2 lockable drawers and a bottom shelf.	6
3. Counter Security Doors	Realign existing sliding doors enclosing the counter area and install 3 new locks/locking mechanisms.	3
4. Counter Electrical Works	Install new electrical sockets and trunking, back-to-back single sockets, surge protectors, rewiring and additional double sockets for banking and ICT equipment.	6
5. Branch Manager's Office	Create office space measuring approximately 2.5m × 3.2m using aluminium glass partition on the front side only, including standard glass door with lock and any minor fittings and finishing works required for occupation.	1
6. Supervisor's Office	- Create an office measuring approximately 2.2m × 3.3m using an aluminium partition of approximately 2.2m × 2m on one side and 2.2m × 2.2m on the other side, including a lockable door. - replacement of fluorescent lighting bulbs	1
7. Back Office and Loans Office	- Create a back-office area measuring approximately 2.5m × 3.8m using 5mm aluminium-framed glass partitioning, including a lockable 0.8m door. - Will also accommodate the loans desk. Adapt the available space to provide a functional and private working area for the Loans function, including any necessary partitioning and fittings using aluminium partitioning. - Provide a power source for 3 workstations and install 2 double electrical sockets.	1
8. Internal Access Door	Install a standard door within the existing partition to provide access to the bathrooms and rear external area.	1
9. Kitchenette	Set up a basic kitchenette in the rear lobby area, including electrical connections, 2 double sockets, a portable kitchenette unit, double sink with stand and drainage connection.	1
10. Privacy Frosting	Apply frosting to the rear glass partition measuring approximately 1m × 1.1m.	1
11. Contingency / Minor Works	Allow for minor repairs, fittings, consumables and unforeseen works identified during implementation.	1
12. Water Supply	Supply and install a 5,000-litre water storage tank, pressure pump and associated plumbing to provide water to the bathroom facilities.	1
13. Bathroom Repairs	Undertake plumbing repairs, repair or replace 4 flushing systems and install 2 pillar taps.	1
14. Deep Cleaning	Conduct comprehensive post-construction/general deep cleaning of all customer, office, counter and bathroom areas before occupation.	

LOCKSMITH SERVICES

ITEM	DESCRIPTION	QTY
Strong Room / Safe	Repair and make suitable the existing strong room located at the rear of the teller area and the one currently in use. Change locking mechanism combination.	2
Counter Security Doors	replace 3 locks/locking mechanisms for the counter doors	3
Main access doors	Replace locks/locking mechanisms for the following doors • Front door • Back door • Side door • Gents • Ladies	5