



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 "URGENT" repairs to the 1st floor entrance doors as per annexure below.

Item description	Qty
Urgent repairs to 1st floor restroom entrance door - Hinges are broken and require replacement	1
Urgent repairs to the Stores Supervisor's office entrance door - The door is difficult to open and close. A new lockset is required	1
Urgent repairs to the Chief Information Officer's office entrance door - The door is difficult to open and close.	1
Replacement of the International Banking department passage entrance door - The bank will provide the replacement door.	1

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

Venue : POSB HQ
Causeway Building
Corner Central Avenue / 3rd street
Harare

Assembly point : 4th floor reception

Date of site visit : Monday, 12 October 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 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 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.
- Value added tax must be included in the quoted prices.

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.
5. Bidders must attach their valid NSSA certificates.

6. Bidders must attach a minimum of 3 authentic written and signed trade references of similar works (office partitioning or carpentry works) dated not more than three years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

7. 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.
8. Late bids cannot be submitted.

Posted date	09/10/2026
Closing date	14/10/2026
Closing time	1100 hours