OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: ..... POSB2026/175.....

Tender ID :128442

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

1. Harare 1st Street Branch
2. Mutare Service Centre

Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.		
Site visit date	**Time**	**Physical address**
26/11/2026	1130hrs	POSB 1st Street Branch 68 Kwame Nkrumah Avenue /1st Street **Harare**
27/11/2026	1130hrs	POSB Mutare Branch Stand 4011, 1st Avenue **Mutare**

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 valid ZRAA or CIFOZ membership certificate.
6. Bidders must attach 3 signed reference letters of (installation of air conditioning units) 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	24/11/2026
Closing date	**30/11/2026**
Closing time	**1100 hours**