OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ……..RFQ2026/02 ……

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Office furniture repair as per the annexures below.

Location	Site visit date	Time	Address
Start at POSB HQ	09/11/2026	1000hrs	POSB HQ, Causeway building Cnr 3rd and Central Ave **Harare** **Assemble point: 4th floor reception**
POSB First Street	09/11/2026	1100hrs	

YOUR OFFER MUST STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment with be processed in ZWL 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.
- 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 with orders past their delivery timeframe will not 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 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 written and signed trade references from a minimum of three reputable companies where similar works (repairs of office furniture) were carried out, dated not more than **three (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	06/11/2026
Closing date	**11/11/2026**
Closing time	**1100 hours**