


**OFFICIAL REQUEST FOR QUOTATION**

**Procurement Ref # ..... RFQ2026/133.....**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for electrical maintenance work at our POSB Service Centres as per annexure below.

| LOCATION | QTY | COMMENT | Site Visit Date and Time |
|---|---|---|---|
| **WESTGATE SERVICE CENTRE** | | | **10/11/26 1000Hrs** |
| 2 FT | 24 | Fix only | |
| 5 FT | 3 | Fix and supply | |
| Bulbs | 5 | Fix and supply | |
| Outdoor light boxes light | 3 boxes | Fix and supply | |
| Lamp holders' replacement | 4 | Fix and supply | |
| | | | |
| **HIGHGLEN SERVICE CENTRE** | | | **10/11/26 1200Hrs** |
| Teller Area Bulbs | 18 | Fix and supply | |
| Banking Hall & Offices Area - Fluorescent tubes | 38 | Fix and supply | |
| | | | |
| **CHITUNGWIZA SERVICE CENTRE** | | | **10/11/26 1400Hrs** |
| Fluorescent lights bulbs in banking hall | | Fix and supply | |

**YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **to be quoted in US dollar of which payment with 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 amount above USD$20,000.00 or equivalent.
- 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 note that if they put more than one option only their main offer will be evaluated.
- Value added tax must be clearly and separately quoted.
- Bidders with outstanding orders past their agreed delivery timeframes will not be considered.
- Bidders who have failed to fulfill their orders in the immediate past one year will not be considered.

**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 NSSA certificate
5. Bidders are required to submit written and signed trade references, dated not more than three (3) years ago, demonstrating experience in similar services (electrical maintenance).

- **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

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| **Posted date** | 06/11/2026 |
| **Closing date** | **12/11/2026** |
| **Closing time** | **1100 hours** |