OFFICIAL REQUEST FOR QUOTATION

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

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of Pedestal Fans as follows:

<table>
<tr><th>Description</th><th>Quantity</th></tr>
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<tr><th>Heavy Duty Banking Hall Fan</th><th>Requirement</th></tr>
<tr><td>Fan Type</td><td>Heavy-Duty Pedestal/Standing Fan</td></tr>
<tr><td>Blade Diameter</td><td>18 inches (450 mm)</td></tr>
<tr><td>Number of Blades</td><td>3 or 5 blades</td></tr>
<tr><td>Motor Power</td><td>90W - 120W</td></tr>
<tr><td>Voltage</td><td>220V - 240V AC</td></tr>
<tr><td>Frequency</td><td>50Hz</td></tr>
<tr><td>Speed Settings</td><td>Minimum 3 speeds (Low, Medium, High)</td></tr>
<tr><td>Air Delivery</td><td>Minimum 80 m^3/min</td></tr>
<tr><td>Oscillation</td><td>Automatic left/right oscillation</td></tr>
<tr><td>Height Adjustment</td><td>Adjustable, approximately 1.2m - 1.6m</td></tr>
<tr><td>Tilt Adjustment</td><td>Up/down adjustable head</td></tr>
<tr><td>Guard Type</td><td>Heavy-duty metal safety grill</td></tr>
<tr><td>Construction</td><td>Metal body with reinforced base</td></tr>
<tr><td>Noise Level</td><td>Low noise operation, ≤65 dB</td></tr>
<tr><td>Base Type</td><td>Heavy round or cross base for stability</td></tr>
<tr><td>Cable Length</td><td>Minimum 1.5 metres</td></tr>
<tr><td>Protection</td><td>Overheat protection</td></tr>
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<tr><th>Office Standing Fan</th><th>Details</th></tr>
<tr><td>Fan Type</td><td>Pedestal / Standing Fan</td></tr>
<tr><td>Blade Size</td><td>16 inches (400 mm)</td></tr>
<tr><td>Power Consumption</td><td>55W</td></tr>
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Voltage	220V AC	
Frequency	50Hz	
Speed Settings	3 Speeds (Low, Medium, High)	
Oscillation	Automatic left-right oscillation	
Height Adjustment	Adjustable	
Tilt Adjustment	Adjustable fan head	
Protective Guard	Metal safety grill	
Application	Offices, Reception Areas, Boardrooms	
Suppliers provide pictures of the Pedestal Fans they quote for their bid to be considered		

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **Bidders must submit their bids in USD and payment will be processed in local ZWG currency using the prevailing willing buyer willing seller mid-rate 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 amounts 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.
- Bidders who have failed to fulfill their orders in the past one year will not be considered.
- Bidders with outstanding orders past their agreed delivery timelines 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 NSSA Certificate
4. Bidders must attach their valid ITF263 Tax clearance certificate.
5. Bidders must attach their valid PRAZ registration certificate for the relevant category.
6. Bidders must attach quotations with their company letters, contact numbers and email addresses.
7. At least three signed authentic trade references where deliveries of the same nature have been successfully delivered in the past three 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**