



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **MKTNG14/11/22/314**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of vehicle branding as per annexure below and attachment.

VEHICLE TYPE	COLOUR	BRANDING SPECIFICATIONS	LOCATION	Quantity
Toyota	White	Laminated vinyl and cut vinyl - see attached illustrations.	Bulawayo	1
NP200	white	Laminated vinyl and cut vinyl - see attached illustrations.	Harare	1

**NB: All vehicles have existing branding on them. They will need the existing branding to be removed and surfaces made good for application of new artwork.**

**Winning bidder will be responsible for providing accurate measurement for saving artwork to print ready files.**

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

- The applicable currency – **to be quoted in US dollar of which payment will be processed in ZWL using the prevailing Mid-rate 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 delivery period from receipt of official order as those with the items in stock will be considered first.
- Bidders must note that if they put more than one option only their main offer will be evaluated.

- **Bidders with outstanding orders past their agreed delivery timeframes 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 proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a copy of government gazette or a verifiable confirmation letter from PRAZ.
  3. Bidders must attach a copy of their Value Added Tax Certificate
  4. Bidders must attach their valid ITF263 Tax clearance certificate.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

**SUBMISSION OF OFFERS/ QUOTATIONS**

- Due to the COVID-19 restrictions, the bank will only be accepting electronic submissions forwarded by email. Bids must be endorsed with the above tender number on the email subject and be sent **ONLY** to the email address [rfqs@posb.co.zw](mailto:rfqs@posb.co.zw).
- **NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

<b>Posted date</b>	14/11/2022
<b>Closing date</b>	<b>16/11/2022</b>
<b>Closing Time</b>	<b>1000 hours</b>