



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**MKTNG25/01/23/27A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of valentine's day hampers as per annexure below:

| ITEM DESCRIPTION                 | DESCRIPTION – Valentines hampers   | Qty       |
|----------------------------------|--|-----------|
| <b>Alcoholic Wine Hamper</b>     | Supply of snack and beverage hamper containing the following: <ul style="list-style-type: none"><li>• Springfield Whole berry/ Nerderburg/ Ernie Els (merlot, pinotage, shiraz, chapel sweet red, Sauvignon Blanc, sweet red, sweet white, sweet rose, dry red, Chardonnay)</li><li>• pringles 200g</li><li>• nutty gritties sports mix 200g</li><li>• doritos 235g</li><li>• ferrero rocher 8 pack</li><li>• Lindt Lindor Truffles Cornet 200g</li><li>• toblerone white chocolate 100g</li><li>• lorenz natural potato crisps 230g</li><li>• Bakers Mini Cheddars Cheese Multi Pack</li><li>• decorative straw/black/wood presentation box/basket</li><li>• POSB branded personalized note</li></ul> <b>NB:</b> <ol style="list-style-type: none"><li><b>1. Each hamper to have 1 wine and all snacks.</b></li><li><b>2. All listed flavours to be supplied, 5 of each.</b></li><li><b>3. 1 sample hamper required on submission on quote.</b></li></ol> | <b>50</b> |
| <b>Non-Alcoholic Wine Hamper</b> | Supply of snack and beverage hamper containing the following: <ul style="list-style-type: none"><li>• JC Le Roux/Charme/Thomson &amp; Scott/ Fre Non-Alcoholic wine (sparkling red, sparkling white, shiraz rose, sauvignon blanc, chardonnay)</li><li>• pringles 200g</li><li>• jungle energy bar 47g</li><li>• oreo biscuits 154g</li><li>• toblerone white chocolate 100g</li><li>• nutty gritties sports mix 200g</li></ul>  | <b>25</b> |

|                                     |  |           |
|-------------------------------------|--|-----------|
|                                     | <ul style="list-style-type: none"> <li>• Pistachio Nuts InShell 100g</li> <li>• Belgian Chocolate Chip &amp; White Almond Biscotti - 12 piece</li> <li>• Valdemeers Eminence Caramel Chocolate</li> <li>• decorative straw/black/wood presentation box/basket</li> <li>• POSB branded personalized note</li> </ul> <p><b>NB:</b></p> <ol style="list-style-type: none"> <li><b>1. Each hamper to have 1 wine and all snacks.</b></li> <li><b>2. All listed flavours to be supplied, 5 of each.</b></li> <li><b>3. 1 sample hamper required on submission on quote.</b></li> </ol>  |           |
| <b>Whiskey/Gin and snack Hamper</b> | <p>Supply of snack and beverage hampers containing the following:</p> <ul style="list-style-type: none"> <li>• Whiskey and Gin</li> <li>• Johnnie Walker Gold Reserve, Johnnie Walker Double Black, Glenfiddich 15, Glenlivet 12, Finery Grapefruit Infused Gin</li> <li>• pringles 200g</li> <li>• dry wors garlic biltong 200g</li> <li>• lorenz natural potato crisps</li> <li>• chilli biltong machine sliced 200g</li> <li>• Pistachio Nuts InShell 100g</li> <li>• Mixed Macadamia, Cashew, Peacan, Almond, Brazil 200g</li> <li>• Valdemeers Eminence Chilli Alcoholic Chocolate</li> <li>• decorative straw/black/wood presentation box/basket</li> <li>• POSB branded personalized note</li> </ul> <p><b>NB:</b></p> <ol style="list-style-type: none"> <li><b>1. Each hamper to have 1 drink and all snacks.</b></li> <li><b>2. All listed flavours to be supplied, 10 of each.</b></li> <li><b>3. 1 sample hamper required on submission on quote.</b></li> </ol> | <b>50</b> |

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

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in Zwl 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.
- 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 with outstanding orders past their agreed delivery timeframes will not be considered.**
- Bidders must note that if they put more than one option only their main offer will be evaluated.

**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 valid PRAZ registration certificate.
3. Bidders must attach Value Added Tax Certificate
4. Bidders must attach their valid ITF263 Tax clearance certificate.

**SUBMISSION OF OFFERS / QUOTATIONS**

1. 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).
2. **NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.**

|                     |                   |
|---------------------|-------------------|
| <b>Posted date</b>  | 31/01/2023        |
| <b>Closing date</b> | <b>03/02/2023</b> |
| <b>Closing time</b> | <b>1000 hours</b> |