



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: IT02/02/23/33

People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of 1 x HP USB Docking station with the following specifications.

Specifications

Description	Qty
HP USB Docking station type C for HP Elite X2	1

YOU 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 **WBWS** mid-rate at the time 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.
- 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) for the year 2023 in the form of a verifiable PRAZ certificate.
 3. Bidders must attach Value Added Tax Certificate
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
 5. Bidders must attach their verifiable dealership certificates for the brand they are quoting
- **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 and be sent only to the email address 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.**

Posted date	02/02/2023
Closing date	06/02/2023
Closing time	1000 hours