OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: ………………OHS27/10/22/300B…………………………

People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of Swivel chairs with the following specifications.

Description	Qty
Mesh Ergonomic Office High back Swivel Chairs with detachable head rests. Colour: **Black**	3
High back swivel chair in fabric Colour: **Black**	13

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders must submit their bids in USD and payment with be processed in Zwl using the prevailing Willing buyer willing seller mid-rate 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 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 confirmation letter from PRAZ.

3. Bidders must attach 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 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	18/02/2023
Closing date	**22/02/2023**
Closing time	**1000 hours**