



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** .....**MKTNG14/03/23/82**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the Interior and Exterior branch branding for the new POSB First Street branch. See attached scope of works.

ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QUANTITY
<b>INTERIOR</b>			
A0 Snapper frames	new frames and graphics	A0	5
A1 Snapper frame graphics only	poster graphics replacement	A1	20
Business hrs cut vinyl sticker	printing and installation of cut vinyl sticker	0.40mx0.40m	2
POSB cut vinyl sticker for mantrap door	printing and installation of cut vinyl sticker	0.40mx0.40m	2
Entrance and Exit	printing and installation of cut vinyl sticker	0.10mx0.40m	6
PUSH/PULL cut vinyl sticker	printing and installation of cut vinyl sticker		8
Enquiries counter label	printed vinyl on Perspex	0.10mx0.40m	2
Door labels	printed vinyl on Perspex	0.10mx0.40m	24
Teller signs counter numbers	printed vinyl on Perspex dangler	0.10mx0.40m	12
Matte Vinyl on counter bottoms	Matte printed vinyl applied on teller counter bottoms	1.05mx2m	12
Matte Vinyl on enquiries counter bottom	Matte printed vinyl applied on enquiries counter bottom	1.05mx4m	1
Frosted vinyl in between teller counters windows	solid frosting with the POSB square logo (60cm x 60cm) cut out or printed on the frosting, logo to be centred and uniform on all windows	40cm x 40cm	12

Vinyl on teller back windows	printed vinyl applied on teller counters	0.9mx2m	8
Vinyl on enquiries back windows	printed vinyl applied on enquiries counter back windows	0.9mx4m	1
Vinyl above teller counters	Printed vinyl above all counters	0.4m x 20m	1
Frosting with cut out logo for the glass partitioning of the banking hall	solid frosting with the POSB square logo cut of from the frosting, logo to be at eye level and uniform on all windows	2mx 2m	25
Frosting, cut out logo on small windows and small partitioning	solid frosting with the POSB square logo (60cm x 60cm) cut of from the frosting, logo to be centred and uniform on all windows	60cm x 60cm	35
Wallpaper on banking hall and microfinance counter walls	Printed wallpaper applied on walls, 3 separate walls – 7m,5m,5m	2.7m x 17m	1
Stand alone E.Z banner	Double-sided stand-alone tension fabric E.Z banner for Microfinance, MTA	2m x 0.8m	4
Vinyl Above Mantrap door	Matte printed vinyl applied on glass above mantrap door	0.6m x 10m	1
<b>EXTERIOR</b>			
Contravision on exterior glass door	Printed contravision applied on exterior door partitioning	2.7mx1.75m	3
Vinyl on forex	printed vinyl applied on a forex board around the ATM area, leaving the ATM space	2.83mx2.65m	1
Lightbox production	Production of new panaflex lightbox with POSB logos on both ends and MTA logo in the middle: Western Union, Mukuru, MamaMoney, Moneygram, World Remit, POSB Remit	1m x 10m	1
Lightbox production	Production of POSB Microfinance lightbox	1m x 3m	1
3D POSB signage	Full 3D illuminated POSB signage	1m x 13m	1

**Bidders are invited for a compulsory site meeting on site to appreciate the works.**

Location	Address	Date	Time
1. POSB First Street Branch	Kuwana House, Corner 1 <sup>st</sup> Street /Kwame Nkrumah. Harare	16 March 2023	1000hrs

**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 of the willing buyer willing seller at the date of payment processing.**
- **Bidders with outstanding purchaser order past their delivery period will not be considered.**
- 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](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>	14/03/2023
<b>Closing date</b>	<b>20/03/2023</b>
<b>Closing time</b>	<b>1000 hours</b>