



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**RB04/03/23/73**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of the following stationery items:

Description	Unit of measure	Quantity
1. Clip boards	Each	300
2. A4 White bond paper 80gsm (reams of 500 sheets)	Ream	600
3. Genuine Eversharp 15m blue pens (Packed in boxes of 50s)	Each	2,500

- The bank reserves the right to reject sub standard items.

### **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 must note that if they put more than one option only their main offer will be evaluated.
- 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 valid PRAZ certificate.
  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 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>	04/03/2023
<b>Closing date</b>	<b>08/03/2023</b>
<b>Cosing time</b>	<b>1000 hours</b>