



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **RB07/03/23/77**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Supply and delivery of card replacement marketing items as per annexure below.

ITEM DESCRIPTION –	Quantity
<p>Gazebo 3m x 3m Printed Gazebo – with Walls</p> <p>Material:</p> <ul style="list-style-type: none">✓ 3x3 popup Aluminum frame with hexagonal upright poles✓ Full colour 600D polyester waterproof canopy✓ 2 x Single Sided Full colour 600D polyester walls to fit marquee frame.✓ Bag or pegs and ropes. <ul style="list-style-type: none">• Size: 3 x 3m• Packaging: soft carry bag• Branding: full colour branding on all sides of the gazebo and on one side of each of the side walls	5
<p>Plastic foldable chairs - as per attachment.</p> <p>Material:</p> <ul style="list-style-type: none">✓ Made of high-impact polyethylene plastic with metal frame✓ Stain resistant and easy to clean.✓ Can be used indoors or outdoors.✓ Durable and contoured for comfort.✓ Size: 114*27*47cm.✓ Colour: off white.✓ Packaging: including a carry bag that fits 2 chairs each	10

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 Midrate rate of the willing buyer willing seller 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 delivery period from receipt of official order as those with the items in stock will be considered first.
- **Bidders with outstanding orders past the delivery periods will not be considered.**
- 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 copy of government gazette or a verifiable confirmation letter from PRAZ.
 3. Bidders must attach a copy of their 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

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

- **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	07/03/2023
Closing date	10/03/2023
Closing Time	1000 hours