



*Simply Possible*

**OFFICIAL REQUEST FOR QUOTATION**

**Procurement Ref:** .....IT03/04/23/109.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the purchase of Docking Station and USB to Serial Converter Cable.

| ITEM DESCRIPTION  | UNIT OF MEASURE | QUANTITY |
|---|-----------------|----------|
| Docking station C type with 4 USB ports, HDMI port, C type port and power port for HP Elite X2 laptop | <b>Each</b>     | <b>3</b> |
| USB to Serial RS-232 Converter  |                 | <b>3</b> |

**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.**
- **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 delivery period from receipt of official order, preferably ex-stock.
- 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.**

|             |            |
|-------------|------------|
| Posted date | 31/03/2023 |
|-------------|------------|

|                     |                   |
|---------------------|-------------------|
| <b>Closing date</b> | <b>05/04/2023</b> |
| <b>Closing time</b> | <b>1000 hours</b> |