



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG01/04/23/107**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of branded ZITF regalia and give aways as follows.

| ITEM DESCRIPTION – 2023 ZITF REGALIA AND GIVEAWAYS | QUANTITY |
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| Round Neck t-shirt <ul style="list-style-type: none">• Colour – black• Cuts – unisex slim fit• Branding – POSB mastercard card design puff printed on the front.• Material – High quality, durable cotton that does not lose shape or fade easily | 30 |
| Long Sleeved orange round neck t-shirt <ul style="list-style-type: none">• Colour – orange• Cuts – unisex slim fit• Branding – POSB logo on left chest and bottom side• Material – High quality, durable cotton that does not lose shape or fade easily | 30 |
| Jackets - Mens Scotia Light Down Jacket <ul style="list-style-type: none">• Colour – black• Cuts – unisex• Branding – POSB logo embroidery on the left chest• Code – ELE-5610 | 30 |
| Round neck orange t-shirts <ul style="list-style-type: none">• Colour – orange• Material – high quality cotton that holds its shape well and can withstand stretching, creasing and does not fade colour.• Cuts - slim fit.• Branding – POSB logo puff printed at the front and back | 50 |
| Key rings - Cuboid Keyholder <ul style="list-style-type: none">• Colour – silver• Branding – POSB logo• Code - KH-7502 | 50 |
| Pens - Aero Ball Pen - Orange <ul style="list-style-type: none">• Colour – orange• Branding – POSB, Mastercard and Zimswitch logos• Code - GF-AM-630-B-O | 500 |
| Lanyards - Bold Statement Lanyard (Single-Sided) <ul style="list-style-type: none">• Colour – black• Branding – POSB, Zimswitch and Mastercard logos and text• Code - GIFT-9146 | 500 |
| Beanie hat - Solo Acrylic Beanie <ul style="list-style-type: none">• Colour – black and orange• Branding – POSB logo embroidery• Code - CAP-1750 | 50 |

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| Shopperbags - Okiyo Atsui Jute Tote <ul style="list-style-type: none"> • Colour – khakhi and white • Branding – POSB logo and text printed in full colour. • Code - BAG-4700 | 50 |
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Bidders to provide samples of all t-shirts and jackets together with quotation.

NB: BIDDERS WHO DO NOT PROVIDE SAMPLES WILL NOT BE CONSIDERED.

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 willing buyer willing seller mid-rate prevailing at the time 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 with outstanding orders past their agreed delivery timeframes will not be considered.

Bidders must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors.
2. Bidders must attach proof of registration with the 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.
- Bidders with outstanding orders past their due delivery periods will not be considered.

SUBMISSION OF OFFERS/ QUOTATIONS

5. 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**.
6. NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.

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| Posted date | 01/04/2023 |
| Closing date | 05/04/2023 |
| Closing time | 1000 hours |