



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**MKTNG04/04/23/115**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing and supply of business cards with the following specifications:

Item	Quantity	Specification
POSB Business cards	<b>1250 cards</b>	<ul style="list-style-type: none"><li>- Printing of 1250 cards.</li><li>- Print ready artwork will be provided.</li><li>- The cards to be printed on both sides in full colour on 300 gsm smooth matt art paper.</li><li>- To be matt laminated on both sides.</li><li>- Sample will be provided for colour matching.</li><li>- Size – 85mm x 55mm</li></ul>

### **YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **Bidders must submit their bids in USD and payment will be process 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 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**

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](mailto: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.**

<b>Posted date</b>	04/04/2023
<b>Closing date</b>	<b>12/04/2023</b>
<b>Closing time</b>	<b>1000 hours</b>