



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**ADMIN11/05/23/160**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply and delivery of printed stationery as per annexure below:

| ITEM DESCRIPTION                                                                                                                                        | QUANTITY |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Esteem Banking Withdrawal slips<br>- Pads of 100 sheets singles<br>- Size – 210mm x 95mm<br>- Paper – bank paper (singles)<br>- Colour – full colour | 1000     |
| 2. Staff Cards – S9<br>- Size – 420mm x 300mm<br>- Printed one colour both sides on white manila paper                                                  | 500      |

### **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 Mid-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 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.

**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 valid PRAZ certificate.
3. Bidders must attach Value Added Tax Certificate
4. Bidders must attach their valid ITF263 Tax clearance certificate.

**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](mailto:rfqs@posb.co.zw).
2. **NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.**

|                     |                   |
|---------------------|-------------------|
| <b>Posted date</b>  | 11/05/2023        |
| <b>Closing date</b> | <b>15/05/2023</b> |
| <b>Closing time</b> | <b>1000 hours</b> |