



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **MKTNG05/05/23/144**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for provision for setting up of POSB Exhibition Stand at the ADMA Agricultural show as per annexure below.

DESCRIPTION		QUANTITY
Set up of the POSB exhibition stand at the ADMA Agricultural Show		
<ul style="list-style-type: none"><li>Stand size - 15m x 10m, inclusive of a complimentary 3m x 3m Marquee tent</li></ul>		
- Tent with side walls: supplier is to provide a 6x3m to add to the 3x3m that is provided by ADMA to make a 9x3m lounge area		1
- Double seater <b>velvet/pallet/wicker</b> couch – <b>white/black/grey</b> with orange cushions		6
- Coffee tables to match the couches		2
- Rectangular/Square ottomans - orange		4
- Pallet flooring and carpet to cover:		
<ul style="list-style-type: none"><li>3x3 gazebo area</li><li>9x3m marquee tent area</li></ul>		2 1
- Huge vases with pot plants - white vases with pot plants		4
- Flowers		2
- Mood lights		2
- Bar stools – black		4
- High counters branded with the POSB logo or cocktail tables covers by a black tablecloth. These should measure at least 1m in width.		2

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

- The applicable currency – **to be quoted in US dollar of which payment with 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.
- Award will be on lot-by-Lot basis and is not conditional to the award of another lot.
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.
- 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 verifiable 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>	05/05/2023
<b>Closing date</b>	<b>08/05/2023</b>
<b>Closing time</b>	<b>1000 hours</b>