



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #OHS20/05/23/172.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of the following medicines to POSB HQ:-

	DESCRIPTION	Unit of measure	Qty
1	Corelief tablets	Box of 24s	150
2	Benylin 4 flue	200mls	100
3	Asalyn tablets	Box of 20s	100
4	Deep freeze	Each	20
5	Ibucet tablets	Box of 20s	50
6	Elatoplast	Box of 100	3
7	Crepe Bandages (50mm)	Pack of 10s	2
8	Crepe Bandages (75mm)	Pack of 10s	3
9	Crepe Bandages (100mm)	Pack of 10s	3

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in Zwl at 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 valid 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

- 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.
- **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	20/05/2023
Closing date	24/05/2023
Closing time	1000 hours