



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG29/06/23/215**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery branded Annual General Meeting Collateral per annexure below and attached sample pictures: -

ITEM DESCRIPTION – ANNUAL GENERAL MEETING COLLATERAL	QUANTITY
Nota Bene A5 Soft Cover Notebook <ul style="list-style-type: none">• Colour – Black• Code – NB-9335• Branding – Screen printing of the POSB logo and text '2023 Annual General meeting'.	80
Topaz Highlighter Ball Pen <ul style="list-style-type: none">• Colour – White• Code – IDEA-55020• Branding – Digital Direct Transfer or Screen print of the POSB, Mastercard and Zimswitch logo in full colour.	80
Swiss Cougar Helsinki 20,000mAh Power bank <ul style="list-style-type: none">• Colour – Black• Code – Tech -5250• Branding – Digital Direct Transfer or Screen print of the POSB logo in full colour.	80
Universal Adaptor <ul style="list-style-type: none">• Colour – Black• Code – Tech -4261• Branding – Digital Direct Transfer or Screen print of the POSB logo in full colour.	80
Ritz Midi Gift Bag <ul style="list-style-type: none">• Colour – Black, Matte• Code – NB-9335• Branding – Full colour screen print of the POSB logo and text '2023 Annual general meeting'.	80

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.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state completion time/ delivery period from receipt of official order.
- **Bidders with outstanding orders past their agreed delivery timeframes will not be considered.**
- 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 copy of government gazette or a verifiable confirmation letter from PRAZ.
 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.

6. **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	29/06/2023
Closing date	03/07/2023
Closing time	1000 hours