



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**MKTNG29/06/23/217**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision of Zoom Hybrid Services for the POSB 2023 AGM as per annexure below:

ITEM DESCRIPTION – ZOOM HYBRID MEETING SERVICES
<ul style="list-style-type: none"><li>• Date: 25 July 2023</li><li>• Time: 11 AM to 1 PM</li><li>• Location: POSB head office board room</li><li>• 2 cameras</li><li>• 2 screens at least 65 inches big with good audio and their stands</li><li>• 4 wireless booster microphones</li><li>• Technical operators for video and audio</li><li>• Other accessories to aid the audio-visual input and output</li></ul>

### **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 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 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.

**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>	29/06/2023
<b>Closing date</b>	<b>03/07/2023</b>
<b>Closing time</b>	<b>1000 hours</b>