



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:ADMIN29/08/23/288.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply, and delivery to POSB HQ of the following printed stationery items.

	Item	Description	Qty
1.	POSB Withdrawal slips	Size – 210mm x 95mm Paper – bank paper (singles) Colour – 2 colours To be shrink Wrapped in packs of 1,000	100,000
2.	Payment vouchers	Size – 220 x 140mm Books of 100 sheets x 2 to make 200 sheets. Parts – Duplicate Paper – NCR paper top copy white and bottom copy green (To confirm grammage) Ink – Both copies printed 2 colours black and orange. Features – Both copies printed one side only. <ul style="list-style-type: none">- Book is numbered.- Quarter bound on the left side.- Top copy is perforated on one side. Bottom copy fast copy.	60 books

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders to submit their bids in USD of which payment will be processed in Zwl using the Willing buyer Willing seller Mid-rate 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.
- 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 their valid PRAZ registration certificate under the correct category.
 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	29/08/2023
Closing date	01/09/2023
Closing time	1000 hours