



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:IT25/08/23/285.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of laptops and printer with the following specifications.

LOT 1

LAPTOPS X 3

Specifications

Processor: Core i7-1165G7

Memory: 16G DDR4

Display: 15.6 inch 16:9, 1920 x 1080 pixel 141 PPI, IPS, glossy: no, 60 Hz

Storage: 512 GB SSD M.2 2242 PCIe 3.0x4 NVMe + HDD empty bay

Connections: 1 USB 2.0, 2 USB 3.0 / 3.1 Gen1, 1 HDMI, 1 DisplayPort, Audio Connections: 3.5mm, Card Reader: SD, 1 Fingerprint Reader, USB-C, rj45 ethernet,

Networking: Realtek RTL8168/8111 Gigabit-LAN (10/100/1000/2500/5000MBit/s), 802.11 a/b/g/n/ac (a/b/g/n = Wi-Fi 4/ac = Wi-Fi 5), Bluetooth 5.0

Battery: integrated 45wh 65W

Operating System: Microsoft Windows 10 Pro 64 Bit

Additional features

Speakers: Stereo, Keyboard Nonbacklit, Integrated intel iris Xe Graphic, audio combo jack,

12 Months Warranty

Carry Case

LOT 2

PRINTER X 1

Printers Specifications

Printing

Duplex printing mode	Auto
Double Sided Printing	Automatic Double-Sided Printing
Printer Resolution	1200 x 1200 DPI
First Page	As fast as 6.3 Seconds First page
Print technology	Laser
Printing	Mono printing
Duplex printing	Yes
Print speed (black, normal quality, A4/US Letter, Colour)	38 ppm

Copying

Duplex copying	Yes
Copying	Mono copying
Maximum copy resolution	600 x 600 DPI
Copy speed (black, normal quality, A4)	38 cpm
Time to first copy (black, normal)	7.2 s

Scanning

Duplex scanning	Yes
Scanning	Colour scanning
Optical scanning resolution	1200 x 1200 DPI
Maximum scan resolution	1200 x 1200 DPI
Maximum scan area	216 x 356 mm
Scanner type	Flatbed & ADF scanner
Scan technology	CIS
Scan to	E-mail, PC, USB

Scan speed (colour)	21 ppm
Scan speed (black)	29 ppm
Image formats supported	JPG, TIFF
Document formats	PDF

Paper Handling

Maximum ISO A-series paper size	A4
Paper tray media types	Bond paper, Envelopes, Heavy paper, Labels, Plain paper, Pre-printed, Recycled paper, rough paper
ISO A-series sizes (A0...A9)	A4, A5, A6

Network

Wi-Fi	Yes
Ethernet LAN	Yes
Cabling technology	10/100/1000Base-T(X)
Ethernet LAN data rates	10,100,1000 Mbit/s
Mobile printing technologies	Apple Air Print, Google Cloud Print, HP ePrint, Mopria Print Service

Input output

Total number of input trays	2
Total input capacity	900 sheets
Total output capacity	150 sheets
Paper tray 2 input capacity	250 sheets

The laptops and printer must be delivered in their original boxes.

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders must submit their bids in USD and payment will be processed in Zwl using the willing buyer willing seller mid-rate prevailing 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 our official order.
- 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 the 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.
 5. Bidder must attach their verifiable dealership certificates for the brand they are quoting.
 6. Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- **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	25/08/2023
Closing date	30/08/2023
Closing time	1000 hours