



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG08/08/23/25A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the production and installation of branding works at the POSB First street Merchant and Esteem banking service center's, as per attached scope of works.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment will 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.
- Award will be on lot-by-Lot basis and is not conditional to the award of another lot.
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.
- 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 registration with 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.

NB: A duly approved memo supporting the request can be attached to the Internal Purchase Requisition



Simply Possible

- 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	17/08/2023
Closing date	21/08/2023
Closing time	1000 hours

NB: A duly approved memo supporting the request can be attached to the Internal Purchase Requisition



Simply Possible

First Street Esteem Banking and Merchant Services Offices Directional signs and branding

Exterior			
		Measurements	Quantity
Lightbox – under canopy double sided lightbox	Production and installation of a new POSB lightbox to be place in line with existing lightboxes in the pavement area	1m x 2m	1
Interior			
Raised Perspex A1 frame with reverse printed vinyl	installation of a 5mm Perspex with 8mm aluminium shining screws. To be installed by the interior wall on the ATM side.	A1	1
Wallpaper on the wall by the ATM side	Printed wallpaper applied on the interior wall by the ATM side	2.43m x 2.71m	1
Directional sign - reverse Perspex from Banking Hall staircase door to 1 st floor staircase	Applied on the glass directly in front of the banking hall exit	1m x 1m	
	With aluminium space, applied on the wall within the staircase	1m x 1m	
Solid vinyl applied on glass partition directly facing the staircase	Solid vinyl	2.15m x 1.54m	2
	Solid vinyl	1.95m x 0.285m	1
Frosting on the main entrance	Halfway frosting plus Esteem Banking and POSB logos on the glass door at the first-floor main entrance,	2.14m x 0.645m	2
	Halfway frosting plus business hours cut frosting		1
Directional sign by the first pillar	Reverse Perspex	0.43 x 0.43	2
Esteem			
		Measurements	Quantity
Snapper frames	Supply and installation of A3 snapper frames	A1	8

NB: A duly approved memo supporting the request can be attached to the Internal Purchase Requisition



Simply Possible

A1 Posters	Satin linen 200gsm full colour printed on one side	A1	8
A0 Posters	Satin linen 200gsm full colour printed on one side	A0	3
E.Z banners	Supply of tension fabric E.Z banners with a portable stainless-steel frame. To be printed on both sides, in full colour.	2m (h) x 1.2m	3
Door signs	Supply and installation of 10cm x 40cm Perspex door signs	10cm x 40cm	4
Supervisor's office frosting	Halfway frosting with cut out logo	1m x 1.87m	2
Esteem Banking first office	Solid frosting on inside glass partition	1.94m x 1.15m	1
Esteem Banking first office	Solid frosting on inside glass partition	2.05m x 1.06m	1
Contravision on the front glass partitions of the Esteem offices	Contravision	2.01m x 1.15m	2
Side door to merchant services – frosting	Printed frosting to be installed on the door to Merchant Services	1.98m x 0.28m	1
		1.98m x 0.48m	1
		1.98m x 0.86m	1
Merchant Services			
		Measurements	Quantity
Snapper frames	Supply and installation of A1 snapper frames	A1	10
A1 Posters	Satin linen 200gsm full colour printed on one side	A1	10
Door signs	Supply and installation of 10cm x 40cm Perspex door signs	10cm x 40cm	20
A0 snapper frame and poster	Satin linen 200gsm full colour printed on one side	A0	1

NB: A duly approved memo supporting the request can be attached to the Internal Purchase Requisition



Simply Possible

Merchant Officers cubicles solid vinyl	Solid vinyl applied on the back glass partition of the Merchant Officers cubicle	0.635 x 0.395	1
		0.635 x 0.855	1
		0.635 x 0.855	1
		0.635 x 0.865	1
		0.635 x 0.865	1
		0.635 x 0.865	1
		0.635 x 0.465	1
		0.635 x 0.97	1
Merchant Manager's Office	Halfway frosting with cut frost logo	1.99m x 0.525m	1
		2.13m x 0.635m	1
		2.13m x 1.305m	1
A5 double sided flyers	Production of A5 double sided flyers	A5	30000

NB: A duly approved memo supporting the request can be attached to the Internal Purchase Requisition



Simply Possible

NB: A duly approved memo supporting the request can be attached to the Internal Purchase Requisition