



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG22/08/23/279**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing and supply of printed stationery with the following specifications:

ITEM DESCRIPTION	QUANTITY
A5 FLYERS <ul style="list-style-type: none">- Paper type – full colour 150gsm gloss art paper- Size – A5- Printing - full colour printed on both sides	20,000
BUSINESS CARDS <ul style="list-style-type: none">- 2 lots of 250 POSB business cards each for 2 people with different details.- Supplier to include layout of details on the provided template.- The cards to be printed in full colour on 300 gsm matt art paper.- To be matt laminated on both sides.- Sample will be provided for colour matching.- Size – 85mm x 55mm	500

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.
- 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	22/08/2023
Closing date	25/08/2023
Closing time	1000 hours

