



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG06/09/23/298**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of 2023 Strategic Planning Session Regalia and Stationery as Per Annexure Below:

ITEM DESCRIPTION	QUANTITY
Ladies and Men's Alex Varga Xenia Golf Shirt <ul style="list-style-type: none">• Colour – black• Branding – POSB logo embroidery in black• Code – GS-AV-271• Cuts – separate male and female cuts• Sample – required	50
Ladies and Men's Long Sleeve Alex Varga Opus Stretch Shirt <ul style="list-style-type: none">• Colour – white• Branding – POSB logo embroidery in full colour• Code – CW-AV-179-A• Cuts – separate male and female cuts• Sample – required	50
6 Panel Canvas Binding Cap <ul style="list-style-type: none">• Code – HW005• Colour – black with orange contrast• Branding – POSB logo embroidery in full colour• Sample – required	50
Kalahari A5 Ecological Hard Cover Notebook & Pen <ul style="list-style-type: none">• Colour – black• Code – IDEA-1150• Branding – POSB logo screen print in full colour	50
Custom-made POSB branded A4 paper folders <ul style="list-style-type: none">• Size – A4• Branding – POSB artwork, to be provided.• Other specifications – paper size to be at least 350gsm. An oversized A4 folder with 8mm capacity and a glue-fixed, rounded pocket. Incorporates slots for landscape format 85x55mm business card. 8mm capacity to allow for presenting larger volumes of inserts. To be laminated on the exterior covers.• Sample – required	200
Altitude Budget Non-Woven Shopper <ul style="list-style-type: none">• Colour – orange• Code – IDEA-0027• Branding – Full-colour screen print of the POSB Remit logo plus text	100

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders should 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 with outstanding orders past their agreed delivery timeframes will not be considered.**
- 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.

2. NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.

Posted date	08/09/2023
Closing date	13/09/2023
Closing time	1000 hours

