



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG06/09/23/299**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of 2023 Interbank Games tent setup as Per Annexure Below:

ITEM DESCRIPTION – 2023 INTERBANK GAMES TENT SET UP
Provision of tents and décor set up for the 2023 Interbank Games to be hosted on the 16 th and 17 th of September 2023 at the University of Zimbabwe.
Please find attached scope of works on Page 3-4

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	06/09/2023
Closing date	08/09/2023
Closing time	1000 hours

2023 INTERBANK GAMES TENT SET SCOPE OF WORKS

THEME: RELAXING, MORDEN, REFRESHING

COLOURS: BLACK, WHITE AND ORANGE

ITEM	DESCRIPTION	MEASUREMENTS	QUANTITY
TENT – MAIN TENT	<ul style="list-style-type: none">• 10m x 10m snow white marquee tent with clear and openable windows.• Snow white interior and exterior• To include white tent lining• To include flooring and carpeting to cover the whole tent area• To include lighting for evening use• To include mood lighting to complement aesthetics	<ul style="list-style-type: none">• 10m x 10m	1
TENT – CATERING AND BREAKAWAY	<ul style="list-style-type: none">• 3m x 3m white marquee tent with adjustable walls and clear window• To include tent lining• To include flooring and carpeting• To include lighting for evening use	<ul style="list-style-type: none">• 3m x 3m	1
LOUNGE SETS	<ul style="list-style-type: none">• 1 Double Seater Couch• 2 Single Seater couches• 4 Ottomans• 2 shell chairs• 2 Branded cushions• 1 branded coffee table• 2 branded side tables	<ul style="list-style-type: none">• Listed items are per set	2 sets
COCKTAIL TABLES	<ul style="list-style-type: none">• 8-seater glass top black and white bar counters	<ul style="list-style-type: none">• 8-seater	5
BAR STOOLS	<ul style="list-style-type: none">• Black and gold velvet	<ul style="list-style-type: none">• High bar stools to match cocktail	40

	bar stools	tables	
FLOWER ARRANGEMENTS	<ul style="list-style-type: none"> Orange Medium fresh flower arrangements 	<ul style="list-style-type: none"> At least 25cmx25cm 	4

NB:

1. Set up should be done by 4 PM on the 15th of September.
2. Winning bidder is to provide a resource to do touch ups on 17 September, in the morning.
3. Bidders are to attach pictures of all the furniture items to be provided plus evidence of similar set ups that they have done before.