OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ………………. IT11/10/23/347……………………….

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Firewall Analyzer License Renewal.

Description	Quantity
Maintenance and Support Fee for Manage Engine Firewall Professional Edition for 1 Devices Pack with 2 Users	1

CLEARLY STATE THE FOLLOWING:

- **The applicable currency – to be quoted in USD, of which payment with be process in Zwl using the prevailing interbank 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 orders past their delivery periods 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	11/10/2023
Closing date	13/10/2023
Closing time	1000 hours