



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: **MKTNG05/10/23/338**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to High value business development collateral as per annexure above.

ITEM DESCRIPTION – HIGH-VALUE BUSINESS DEVELOPMENT COLLATERAL SEPT 2023	QTY
Swiss Cougar Helsinki 20000mAh power bank <ul style="list-style-type: none">• Colour – black• Code – Tech-5250• Branding – Digital Direct Transfer or Screen print of the POSB logo in full colour	50
Frostbite Cooler 12 Can <ul style="list-style-type: none">• Colour – black• Branding – POSB full logo in full colour• Code - COOL-5066	100
Okiyo Yoshi Jute & Cotton Tote <ul style="list-style-type: none">• Colour – khaki and white• Code – BAG-4710• Branding – Direct Digital Transfer of the POSB square logo	50
Altitude Giveaway Non-Woven Shopper <ul style="list-style-type: none">• Colour – orange• Code – IDEA-0022• Branding – Full-colour screen print of the POSB Remit logo plus text	100
Alex Varga Atraxia Dual Flash Drive – 64GB <ul style="list-style-type: none">• Colour – black• Code – MT-AV-438-B• Branding – laser engraving of the full POSB logo	100
Alex Varga Daumier Notebook & Pen Set <ul style="list-style-type: none">• Colour – black• Code – GF-AV-998-B• Branding – laser engraving of the full POSB logo on pen and debossing on notebook	100

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders must submit their bids in USD and payment will be processed in Zwl at the prevailing willing buyer willing seller mid-rate on 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 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 valid PRAZ registration certificate under the correct category.
 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

- 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 and be sent only to the email address rfqs@posb.co.zw.

- **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	05/10/2023
Closing date	09/10/2023
Closing time	1000 hours