



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG26/10/23/363**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the production and installation of ATM Branding works for POSB service center, as per attached scope of works.

ITEM DESCRIPTION
<p>Lot 1</p> <ol style="list-style-type: none">1. Causeway2. First Street3. Kopje Plaza4. Nelson Mandela5. Westgate6. Chitungwiza <p>Refer to page 4.</p>
<p>Lot 2</p> <ol style="list-style-type: none">7. Kadoma8. Gweru9. Bulawayo Main10. Fort Street11. Haylet House12. Victoria Falls <p>Refer to page 5.</p>
<p>Lot 3</p> <ol style="list-style-type: none">13. Masvingo14. Mutare <p>Refer to page 6.</p>

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.
- **Award will be on lot-by-Lot basis and is not conditional to the award of another lot.**
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.
- 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 verifiable PRAZ certificate.
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	26/10/2023
Closing date	30/10/2023
Closing time	1000 hours

Harare branches			
ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QUANTITY
CAUSEWAY			
Lightbox refurbishment	replacement of graphics and electricals on a double-sided standard lightbox mounted on a street pole	60cm x 160cm	1
Perspex sign	perspex with reverse-printed reflective vinyl installed above the ATM	10cm x 40cm	2
	A1 raised perspex with 3mm aluminium spacers, with reverse printed vinyl graphics	A1	1
Vinyl on forex on wall	vinyl graphics applied on forex board		2
	vinyl graphics applied on forex board		1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition - roadside	226cm x 410cm	1
	Reverse-printed vinyl on exterior glass partition - door side	226cm x 134cm	1
FIRST STREET			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse-printed reflective vinyl installed above the ATM	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	233cm x 168cm	1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition - elevator side. Applied on both sides	233cm x 79.5cm	2
	Reverse-printed vinyl on exterior glass partition - roadside	233cm x 86cm	1
NELSON MANDELA			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	240cm x 240cm	1
	vinyl graphics applied on forex board	240cm x 80cm	1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition	210cm x 130cm	1
KOPJE PLAZA			
Lightbox - directional	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	250cm x 250cm	1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition	210cm x 120cm	2
	Reverse-printed vinyl on exterior glass partition - Netone Shop side	210cm x 266cm	1
WESTGATE			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	wall paper applied on wall - ATM wall	255cm x 280cm	1
	wall paper applied on wall - side wall	255cm x 216cm	1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition - roadside	171cm x 125cm	1
	Reverse-printed vinyl on exterior glass partition - mantrap door side	171cm x 110cm	1
CHITUNGWIZA			
Lightbox	freestanding road signs with graphics printed on reflective vinyl	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	270cm x 190cm	1
	vinyl graphics applied on forex board	270cm x 86cm	2
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition	226cm x 120cm	1

BULAWAYO ROUTE			
ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QUANTITY
KADOMA			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	2
	lightbox refurbishment - replacement of graphics and electricals on a double-sided standard lightbox mounted on the wall	60cm x 160cm	6
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	240cm x 240cm	3
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition - door	220cm x 180cm	1
GWERU			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	283cm x 265cm	1
	printed stretched PCV secured on the exterior wall	265cm x 235cm	1
	vinyl graphics applied on forex board	120cm x 240cm	1
FORT STREET			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall , including relocation of an under canopy existing lightbox	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	248cm x 203cm	1
HAYLET HOUSE			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	180cm x 120cm	1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition - above ATM	60cm x 120cm	1
BULAWAYO MAIN			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	224cm x 269cm	1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition	224cm x 179cm	3
VICTORIA FALLS			
Lightbox - directional	production and installation of a double-sided standard lightbox secured on a free-standing street pole with electricals. Pole to be at least 2m high	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	240cm x 160cm	1

ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QUANTITY
MASVINGO			
Lightbox	production and installation of standard double sided under-canopy illuminated lightbox	60cm x 160cm	2
	production and installation of standard single sided illuminated lightbox fixed on the wall	60cm x 160cm	3
	refurbishment of standard single-sided illuminated lightbox	60cm x 160cm	3
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	240cm x 240cm	2
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition	150cm x 150cm	2
	Reverse-printed vinyl on exterior glass partition - on both side of the demarcation	80cm x 80cm	2
ATM housing	printed wallpaper on applied on the banking hall side of the ATM housing	210cm (h) x 210cm x 365cm x 210cm	1
MUTARE			
Lightbox	production and installation of a protruding double-sided standard lightbox secured on the wall	60cm x 160cm	1
Perspex sign	perspex with reverse printed reflective vinyl	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	240cm x 400cm	1
Exterior metal demarcations printed vinyl	vinyl graphics applied on metal board	80cm x 80cm	6