



*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 supply and delivery of Branded Collateral as per annexure below:

ITEM DESCRIPTION –	Quantity
<b>1. BRANDED CAPS</b> <ul style="list-style-type: none"><li>• 255g/m<sup>2</sup></li><li>• 100% Heavy brushed cotton</li><li>• 6 -Panel structured peak</li><li>• 6 Rows of stitching</li><li>• 6 Embroidered eyelets</li><li>• Plastic snap closure</li><li>• Black Colour</li><li>• POSB Embroidered logo</li></ul>	35
<b>2. NAME BADGES</b> <p><b>Specifications:</b> Polymer resin on top of the badge ABS rowmark backing. Standard size is 65x20mm (provision for sizes to be adjustable)</p> <p><b>Branding</b> : POSB/Esteem Banking logo plus name</p> <p><b>Sample</b> : <b>Refer to annexure on page 3</b></p>	300

### **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](mailto: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.**

<b>Posted date</b>	26/10/2023
<b>Closing date</b>	<b>30/10/2023</b>
<b>Closing time</b>	<b>1000 hours</b>

