



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** .....ADMIN07/11/23/385.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply, and delivery to POSB HQ of the following stationery item.

	Item	Description	Qty
1.	Handover Takeover books	<b>Size</b> – 200mm x 150mm. <b>Sheets</b> – 100 sheets x 2 per book Both copies printed in one colour black one side only <b>Paper</b> - white NCR paper (to confirm grammage) Quarter bound on left side of pad with manila covers. Top copy perforated and bottom copy fixed. Numbered in sequence	100

### **YOU OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **Bidders must submit their bids in USD of which payment will 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.
- 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 purchase order past the delivery timeframe will not be considered.
- 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 their 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](mailto: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.**

<b>Posted date</b>	07/11/2023
<b>Closing date</b>	<b>10/11/2023</b>
<b>Closing time</b>	<b>1000 hours</b>