



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN17/11/23/401**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of General Stationery to POSB HQ as per annexure below:

ITEM DESCRIPTION	UNIT OF MEASURE	QTY
Ink pads 120 x 85 mm	EACH	200
Damper sponge 77mmx36mm	EACH	240
Shorthand Notebooks (Feint rule, Bond) - 140pgs	EACH	200
A4 Counter Books (Bond, Feint & Margin) - 96pgs	EACH	200
A4 Transparent Binding Sheets Packs of 100	EACH	200
33mm Paper clips Box of 100	EACH	500
Medium Paper Stapler Code: 05860	EACH	150
Medium 2 Hole Puncher Code: 09120	EACH	150

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in Zwl using 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 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.
- Bidder with outstanding orders past their delivery schedule will not be considered.

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 valid PRAZ certificate.
(Relevant 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	17/11/2023
Closing date	20/11/2023

Closing time	1000 hours
---------------------	-------------------