



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**MKTNG03/11/23/379**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply and delivery of 2024 Calenders with the following specifications:

ITEM DESCRIPTION	QUANTITY
<b>A2 Desk Calenders</b> (bond paper) <ul style="list-style-type: none"><li>- Full colour</li><li>- 12 pages, landscape</li><li>- With hard back cover</li><li>- Glued at the top.</li><li>- With bottom corner caps</li><li>- <b>Artwork will be provided</b></li></ul>	1,500
<b>A1 Wall Calenders</b> <ul style="list-style-type: none"><li>- Full Colour</li><li>- 200 GSM Gloss Art Paper</li><li>- 1 Page Portrait</li><li>- Rimmed at the top.</li><li>- <b>Art Will be provided.</b></li></ul>	5,000

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

- The applicable currency – **to be quoted in USD with payment processed using USD Nostro.**
- 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.

**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.
- **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](mailto: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.**

<b>Posted date</b>	03/11/2023
<b>Closing date</b>	<b>08/11/2023</b>
<b>Closing time</b>	<b>1000 hours</b>