



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG03/11/23/381**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Supply and delivery of Branded A5 Notebooks as per annexure.

ITEM DESCRIPTION - Branded A5 Notebooks	QUANTITY
Colour: Black Code: NB9335 Branding: Digital direct transfer or Screen print of the POSB logo in Full colour	2,500

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in USD and payment processed in 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 delivery period from receipt of official order as those with the items in stock will be considered first.
- 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 with outstanding purchase order past their delivery timeframes 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 copy of government gazette or a verifiable confirmation letter from PRAZ. (Relevant category)
 3. Bidders must attach a copy of their 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

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.
- **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	03/11/2023
Closing date	08/11/2023
Closing Time	1000 hours