



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG13/12/23/422**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the production and installation of interior and exterior branding works for POSB service center branches, as per attached scope of works on pages 3-6.

Bidders are invited for a compulsory site meeting to appreciate the works.

	Venue	Date	Time
1.	POSB Mutoko service centre (Annexure 1) Stand Number 50 Oliver Newton Road Mutoko	18/12/2023	1100hrs
2.	POSB Gwanda service centre (Annexure 2) Stand Number 217 4 th Ave. Gwanda	19/12/2023	1100hrs
3.	POSB Bulawayo main street service centre (Annexure 3) Cnr Joshua Nkomo/Leopold Takawira Street Bulawayo	19/12/2023	1500hrs
4.	POSB Nelson Mandela (Annexure 4)	No site visit required	

Submissions from Bidders that attended the compulsory site meeting will **ONLY** be considered.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment with 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.

- Award will be on lot-by-Lot basis and is not conditional to the award of another lot.
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.
- 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 verifiable PRAZ certificate.
 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

6. 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	13/12/2023
Closing date	27/12/2023
Closing time	1000 hours

Annexure: 1 - MUTOKO SIGNAGE REPAIR AND RELOCATION

Refurbishment and relocation of exterior signage at POSB Mutoko.

- Refurbishment and relocation of the 3D signage. Add a background metal board and secure it on top of the building – 1m x 6m. to include replacement of electricals.
- Refurbishment of standard lightboxes to replace graphics, electrical and polish or paint the light box frames - 5 lightboxes.
- Production and installation of free standing double sided road sign with reflective vinyl graphics to be installed along the main road - 2 signs – 1.2m x 2.4m
- Production and installation of business hour, cut vinyl logo, entry, exit, push, pull cut vinyl signs on the mantrap door.
- Repair of other major interior signage.
- Cutting and Installation of existing flag poles on top of the building.

Annexure: 2 – GWANDA SERVICE CENTRE BRANDING

Interior and Exterior branding of the POSB Gwanda Service Centre as per the attached scope of works.

ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QUANTITY
EXTERIOR			
Panaflex lightbox refurbishment	production of new panaflex lightbox to be installed on top of the roof, on the front side	1m x 6m	1
Under canopy double-sided standard lightboxes production	Production and installation of new double-sided lightboxes	0.6m x 1.6m	6
Under canopy double-sided standard lightboxes refurbishment	Refurbishment of double-sided standard lightboxes to replace graphics, polish frame, repair electricals	0.6m x 1.6m	4
Spinning sign refurbishment	replacement of graphics on the MoneyGram spinning sign	0.50m x 0.50m	1
Directional Road Sign	free standing double sided directional sign installed on the main road. Graphics to be printed on reflective vinyl . Frame to be painted black	1.2m x 2.4m	4

Reverse printed vinyl	Reverse printed vinyl applied on exterior shopfront partitioning	2.8m x 1.2m	6
ATM space branding – vinyl applied on forex boards	Vinyl applied on new forex boards on all side of the ATM walls	2.4m x 2m	1
	Vinyl applied on new forex boards on all side of the ATM walls	2.4m x 1.5m	2
MANTRAP DOORS			
POSB logo cut vinyl	full colour cut vinyl place on the entrance door	45cm x 45cm	1
POSB business hours cut vinyl	orange cut vinyl place on the exit door side of the manatrap	45cm x 45cm	1
PUSH cut vinyl sticker	orange cut vinyl		2
PULL cut vinyl sticker	orange cut vinyl		2
INTERIOR			
ATM housing wallpaper	production and installation wallpaper around the ATM housing inside the branch	1.8m x 1.8m	3
Printed vinyl applied on glass partition	printed vinyl applied on glass partition - on mantrap side panel	1.69m x 0.56m	2
	printed vinyl applied on glass partition - on both sides of the mantrap	1.7m x 0.32m	12
	printed contravision applied on glass partition	1.68m x 0.33m	1
Branch Manager Office Contravision - solid printed contravision	printed contravision applied on glass partition	1.68m x 0.505m	1
	printed contravision applied on glass partition	1.68m x 0.205m	1
	printed contravision applied on glass partition	1.68m x 0.575m	1
	printed contravision applied on glass partition	1.68m x 0.175m	1
Snapper frames	supply and installation of new frames and graphics - A1. graphics to be printed on satin linen, 200gsm poster paper	A1	12
	Supply of new A3 frames	A3	2

Door labels	Door labels - reverse printed vinyl on perspex	10cm x 40cm	11
Notice Board	supply and installation of an A0 notice board	A0	1

Annexure: 3 – BULAWAYO MAIN SERVICE CENTRE BRANDING REPAIRS

Repair of interior and exterior signage.

- Refurbishment of standard lightboxes to replace graphics, electrical and polish or paint the light box frames, provide metal brackets and reinforce the lightboxes on the wall - 6 lightboxes.
- Replacement of vinyl graphics on the reception desk
- Production and installation of teller counter signs – 10 signs

Annexure: 4 – NELSON MANDELA TELLER COUNTER LABELS

Production and installation of teller counter labels

- Perspex sign with reverse printed vinyl
- Size - 10cm x 40cm
- Quantity - 20
- Installation - as danglers/secured on counter partition