



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** .....IT19/01/24/28.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of HDMI cables and laptop back pack carry bags with the following specifications.

### **IPAD X 1**

<b>DESCRIPTION</b>	<b>Unit of measure</b>	<b>Qty</b>
1. HDMI cable 3m	Each	1
2. HDMI Cable 10m	Each	1
3. HDMI Cable 15m	Each	1
4. Laptop backpack carry bags 15'' (code CN600)	Each	4

### **YOU 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 willing buyer willing seller mid-rate prevailing on the date of payment processing.**
- Payment terms should be clearly stated and to be after delivery. POSB shall not consider demands for payment 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 our official order.
- 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 valid registration with the 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.
  5. Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- **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>	19/01/2024
<b>Closing date</b>	<b>22/01/2024</b>
<b>Closing time</b>	<b>1000 hours</b>