



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** .....IT25/08/23/285B (RETENDER).....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of 1 x printer with the following specifications.

### **PRINTER X 1**

#### **Printers Specifications**

##### **Printing**

Duplex printing mode	Auto
Double Sided Printing	Automatic Double-Sided Printing
Printer Resolution	1200 x 1200 DPI
First Page	As fast as 6.3 Seconds First page
Print technology	Laser
Printing	Mono printing
Duplex printing	Yes
Print speed (black, normal quality, A4/US Letter, Colour)	38 ppm

##### **Copying**

Duplex copying	Yes
Copying	Mono copying
Maximum copy resolution	600 x 600 DPI
Copy speed (black, normal quality, A4)	38 cpm

Time to first copy (black, normal)	7.2 s
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### Scanning

Duplex scanning	Yes
Scanning	Colour scanning
Optical scanning resolution	1200 x 1200 DPI
Maximum scan resolution	1200 x 1200 DPI
Maximum scan area	216 x 356 mm
Scanner type	Flatbed & ADF scanner
Scan technology	CIS
Scan to	E-mail, PC, USB
Scan speed (colour)	21 ppm
Scan speed (black)	29 ppm
Image formats supported	JPG, TIFF
Document formats	PDF

### Paper Handling

Maximum ISO A-series paper size	A4
Paper tray media types	Bond paper, Envelopes, Heavy paper, Labels, Plain paper, Pre-printed, Recycled paper, rough paper
ISO A-series sizes (A0...A9)	A4, A5, A6

### Network

Wi-Fi	Yes
Ethernet LAN	Yes
Cabling technology	10/100/1000Base-T(X)
Ethernet LAN data rates	10,100,1000 Mbit/s
Mobile printing technologies	Apple Air Print, Google Cloud Print, HP ePrint, Mopria Print

	Service
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**Input output**

Total number of input trays	2
Total input capacity	900 sheets
Total output capacity	150 sheets
Paper tray 2 input capacity	250 sheets

**The printer must be delivered in its original box.**

**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 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 our official order.
- Value added tax must be clearly and separately quoted.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed 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 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. Bidder must attach their verifiable dealership certificates for the brand they are quoting.
- **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>	27/01/2024
<b>Closing date</b>	<b>31/01/2024</b>
<b>Closing time</b>	<b>1000 hours</b>