



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #MKTNG03/01/24/04.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the fabrication, production and installation of a metal double sided billboard for the CAIPF Tynwald Housing project with dimensions and artworks on the attached annexures.

Specifications

- Description: metal frame with vertical poles forming the structure's support plus part of the frame for the sign. Additional horizontal poles to form the rectangular frame for the sign. See attached image of a similar sign.
- Height: 2m above the ground before the sign,
- Size of billboard – 2485mm(h)x 2510mm(w)
- Frame thickness: 50mmx50mm heavy gauge square metal tube
- Colour – Full colour graphics
- Material – 0.8mm galvanised sheet joined by rivets. Sheets are installed on both sides to avoid free-play
- Graphics – full colour calendared vinyl

YOUR 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 at the time 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 their delivery period from receipt of our official order.
- 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 orders beyond their due delivery time frames 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 valid 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. **N.B. Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

Posted date	03/01/2024
Closing date	05/01/2024
Closing time	1000 hours