



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

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

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.

1. Gwanda Service centre branch page 4 – 5.
2. Bulawayo Main Service centre branch page 6 – 7
3. Mutoko Main Service centre branch page 8 – 9
4. Nelson Mandela service centre branch page 10

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.
 5. 3 Reference letters of similar works done in the past 3 years from financial institutions.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

6. 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
7. 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	11/01/2024
Closing date	15/01/2024

Closing time	1000 hours
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Lot 1: Gwanda Service centre scope of works

ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QTY
EXTERIOR			
Directional Road Sign	free standing double-sided directional sign installed on the main road. Graphics are to be printed on reflective vinyl. Frame to be painted black	1.2m x 2.4m	1
Panaflex lightbox refurbishment	Refurbishment of existing panaflex lightbox. To polish frame, replace graphics and repair electricals.	1m x 5m	1
3D lightbox	Production and installation of a square 3D POSB logo lightbox to be installed on top on the building, on the wall facing traffic from the highway. The 3D signage to have an aluminium casing painted in orange, with Perspex face letter embossed in white, lighting should be led warm white lights with a daylight switch.	1.5m x 1.5m	1
Protruding double-sided standard lightbox refurbishment	Refurbishment of double-sided standard lightboxes to replace graphics, polish frame, repair electricals	0.6m x 1.6m	3
Lightbox refurb	Refurbishment of an existing single-sided standard lightbox to make a protruding double-sided standard lightbox	0.6m x 1.6m	1
Production and installation of new lightbox	Production and installation of a new standard double-sided protruding lightbox	0.6m x 1.6m	1
Spinning sign refurbishment	replacement of graphics on the Moneygram spinning sign	0.50m x 0.50m	1
ATM space branding – vinyl applied on forex boards	Vinyl applied on new forex boards on the ATM space	2.5m x 1.65m	1
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 mantrap	45cm x 45cm	1
PUSH cut vinyl sticker	orange cut vinyl		2
PULL cut vinyl sticker	orange cut vinyl		2
Vinyl on metal sign above mantrap door	Printed vinyl applied on metal sign installed above mantrap door	108cm x 170cm	1
INTERIOR			
Stretched PVC	Replacement of stretched PVC on the enquiries counters side	201cm x 423cm	1

	Replacement of stretched PVC on the enquiries counters side	131cm x 320cm	1
Printed frosting on counter partitioning	printed frosting applied on glass partition – on enquiries counter	56cm x 57cm	2
	printed frosting applied on glass partition – on enquiries counter	56cm x 52cm	1
	printed frosting applied on glass partition – on enquiries counter	56cm x 48cm	1
	printed frosting applied on glass partition – on enquiries counter	56cm x 24cm	1
	printed frosting applied on glass partition – corridor partition from enquiries counter to counters	101cm x 62.5cm	1
Printed vinyl applied on glass partitioning	Printed vinyl applied on glass partitioning on the supervisor cubicle	114cm x 131cm	1
	Printed vinyl applied on glass partitioning on the supervisor cubicle	114cm x 133.5cm	1
	Printed vinyl applied on glass partitioning on the supervisor cubicle	114cm x 111cm	1
	Printed vinyl applied on glass partitioning on the supervisor cubicle	114cm x 65.5cm	1
Teller counter bottom and side partition bottom vinyl	Printed vinyl applied on the wooden counter bottom and wooden partitioning	89cm x 68cm	8
	Printed vinyl applied on the wooden counter bottom and wooden partitioning	148cm x 197cm	1
	Printed vinyl applied on the wooden counter bottom and wooden partitioning	92cm x 165cm	1
	Printed vinyl applied on the wooden counter bottom and wooden partitioning	92cm x 67cm	1
	Printed vinyl applied on the wooden counter bottom and wooden partitioning	92cm x 23cm	1
	Printed vinyl applied on the wooden counter bottom and wooden partitioning	79cm x 229cm	1
	Printed vinyl applied on the wooden counter bottom and wooden partitioning	105cm x 82cm	1
	Printed vinyl applied on the wooden counter bottom and wooden partitioning	146cm x 127cm	1
Teller bulkhead printed vinyl	Printed vinyl applied on forex board and installed on the teller counters bulkhead	41cm x 150cm	4
Teller counter labels	Perspex with reverse printed vinyl - white text on orange vinyl	10cm x 40cm	6
Snapper frames	Replacement of poster graphics to be printed on satin linen, 200gsm poster paper	A1	7
	Replacement of poster graphics to be printed on satin linen, 200gsm poster paper	A0	1
Door labels	Door labels - Perspex with reverse printed vinyl - white text on orange vinyl	10cm x 40cm	11

LOT 2: Bulawayo main service center branch

ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QTY
EXTERIOR			
3D lightboxes refurbishment	Refurbishment of the existing 3D square logo signage. To polish frame, lettering and repair electricals.	1m x 1m	2
Protruding double-sided standard lightbox refurbishment	Refurbishment of double-sided standard lightboxes to replace graphics, polish frame, repair electricals and reinstall the lightboxes on the wall using new metal brackets	0.6m x 1.6m	2
Lightbox refurb – World Remit and Mama Money	Refurbishment of double-sided standard lightboxes to replace graphics, polish frame, repair electricals and fasten the brackets and frames tightly	0.6m x 1.6m	2
Lightbox refurb – POSB orange lightbox that has disfigured	Refurbishment of double-sided standard lightboxes to replace graphics, polish frame, repair electricals and fasten the brackets and frames tightly	0.6m x 1.6m	1
MANTRAP DOORS			
POSB logo cut vinyl	full colour cut vinyl place on the entrance door	45cm x 45cm	2
POSB business hours cut vinyl	orange cut vinyl place on the exit door side of the mantrap	45cm x 45cm	2
PUSH cut vinyl sticker	orange cut vinyl		4
PULL cut vinyl sticker	orange cut vinyl		4
INTERIOR			
Vinyl on glass partitioning	Production and installation of vinyl graphics on the glass partitioning panels between banking hall and ATM lobby	222 x 180cm	1
Printed vinyl applied on glass partitioning on the back of the enquiries counter	Printed vinyl applied on glass partitioning behind the enquiries counter	100cm x 104cm	1
	Printed vinyl applied on glass partitioning behind the enquiries counter	100cm x 101cm	1
	Printed vinyl applied on glass partitioning behind the enquiries counter	100cm x 102cm	1
Printed vinyl applied on glass partitioning on the back of the enquiries counter	Printed vinyl applied on glass partitioning on the supervisor's office	97cm x 117cm	1
	Printed vinyl applied on glass partitioning on the supervisor's office	97cm x 117cm	1
	Printed vinyl applied on glass partitioning on the supervisor's office	97cm x 96cm	1
Teller counter bottom and side partition bottom vinyl	Printed vinyl applied on the wooden counter bottom - enquiries counter	77cm x 318cm	1
	Printed vinyl applied on the wooden counter bottom - counters 1 to 4, 6 & 7	71cm x 145cm	6
	Printed vinyl applied on the wooden counter bottom – counter 5	71cm x 142cm	1
	Printed vinyl applied on the wooden counter bottom – loans 1	73cm x 120cm	1
	Printed vinyl applied on the wooden counter bottom – loans 2	73cm x 112cm	1

Teller counter labels	Vinyl applied on wooden counter - counters 1 to 7	11cm x 145cm	7
	Vinyl applied on wooden counter - enquiries	11cm x 318cm	1
	Double sided A-frame Perspex with reverse printed vinyl	10cm x 40cm	2
Snapper frames	Replacement of poster graphics to be printed on satin linen, 200gsm poster paper	A1	9
	Replacement of poster graphics to be printed on satin linen, 200gsm poster paper	A0	1
	Supply of new frame and graphics	A1	3
	Supply of new frame and graphics	A0	1
Notice board	Production and installation of new notice board with green turf	100cm x 130cm	1
Door labels	Door labels - Perspex with reverse printed vinyl - white text on orange vinyl	10cm x 40cm	20
Branded rubber door mat	Production and supply of standard rubber door mat, black with POSB logo in full color	120cm x 80cm	1
Wallpaper	Production and installation of new printed wallpaper	225cm x 180cm	1

LOT 3: Mutoko service centre Scope of works

ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QTY
EXTERIOR			
Lightbox	New under canopy.	0.6m x 1.2m	1
	Relocation and refurbishment of electricals, artwork and new perspex	0.6mx1.2m	1
	refurbishment of electricals, and new artworks	0.6mx1.2m	3
3D lightbox	Production and installation of a square 3D POSB logo lightbox new face and electrical.	1m x 1m	2
	Production and installation of a square 3D POSB logo lightbox new face, electrical and relocation	1m x 1m	1
Production and installation of new metal sign	Production and installation of a double-sided metal sign with reflective vinyl	1.2m x 2.4m	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 mantrap	45cm x 45cm	1
PUSH cut vinyl sticker	orange cut vinyl		2
PULL cut vinyl sticker	orange cut vinyl		2
Side Entrance Vinyl top	Printed vinyl applied to side entrance	106cm x 83.5cm	2
Side Entrance Vinyl bottom	Printed vinyl applied to side entrance	95cm x 83.5cm	2
INTERIOR			
Stretched PVC	Replacement of stretched PVC on reception area	151cm x 200cm	1
Vinyl	Orange vinyl applied on existing forex board	37cm x 305cm	1
	Orange vinyl applied on existing forex board	37cm x 770cm	1
Vinyl on forex	printed vinyl applied on new forex board below counters	75cm x 100cm	6
	printed vinyl applied on new forex board below counters	75cm x 20cm	2
A4 Warning signs	Printed vinyl applied on forex	A4	10
Teller counter labels	Perspex with reverse printed vinyl - white text on orange vinyl danglers	10cm x 40cm	6

Snapper frames	Replacement of poster graphics to be printed on satin linen, 200gsm poster paper	A1	10
	Replacement of poster graphics to be printed on satin linen, 200gsm poster paper	A0	1
	New frame and graphics – Senior Citizen	A3	1
Door labels	Door labels - Perspex with reverse printed vinyl - white text on orange vinyl	10cm x 40cm	12
Vinyl on forex board	Fire point	25cm x 30cm	6

LOT 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