



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: MKTNG22/01/24/30

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply and delivery to POSB HQ of the following posters and flyers.

ITEM DESCRIPTION – MERCHANT SERVICE CAMPAIGN POSTERS AND FLYERS	QUANTITY
A1 POSTERS <ul style="list-style-type: none">• Paper type – satin linen, 200gsm• Size – A1• Printing – full colour printed on one side	40
A5 FLYERS <ul style="list-style-type: none">• Paper type – full colour 150gsm gloss art paper• Size – A5• Printing - full colour printed on both sides	30000

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in Zwl at the prevailing willing buyer willing seller mid-rate 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 completion time/ delivery period from receipt of 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 must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors
 2. Bidders must attach proof of valid PRAZ registration certificate under the correct category.
 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

- 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.
- **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	22/01/2024
Closing date	24/01/2024
Closing time	1000 hours