



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # MKTNG23/01/24/32.....

The People’s Own Savings Bank (POSB) invites your company to make a firm offer for the Urgent Production and installation of a waterproof canvas to cover the ATM as POSB Mutare service centre, as per attached scope of works.

Scope of Works			
Production and installation of a weatherproof canvas shade to cover the ATM at Mutare service centre. Below are the features and descriptions:			
<u>Option 1</u>			
<ul style="list-style-type: none"> • Material: canvas, high-density 350 gsm water-resistant polyester with PU coating. Should be very durable with excellent protection against UV rays and is fade-resistant for long-lasting use. • Frame: strong metal frame secured on the wall • Colour: orange • Size: approximately 400cm x 120cm x 80cm • Branding: POSB full logo in full colour • Additional information: The shade should have main shade material and should include a valance on all sides. 			
<u>Option 2</u>			
<ul style="list-style-type: none"> • Material: Custom-made prefabricated canopy/shade Size: approximately 400cm x 120cm x 80cm • Branding: POSB full logo in full colour • Additional information: The shade should have main shade material and should include a valance on all sides. 			
	Venue	Date	Time
1.	POSB Mutare service centre Stand Number 4011, 1 st Avenue. Mutare	26/01/2024	1000hrs

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.
- **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. 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	24/01/2024
Closing date	29/01/2024
Closing time	1000 hours