



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG23/01/24/33**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Fabrication and installation of Branded litter bins to POSB service centre branches per annexure below:

| Description | Unit of measure | Quantity |
|---|-----------------|----------|
| <ul style="list-style-type: none">- Nelson Mandela – 5- First street – 5- Mutoko – 2- Chipinge – 2- Bindura – 2- Southerton – 2- Marondera – 2- Mutare – 4- Rusape -2- Gokwe - 1- See attached images for reference. Pg 3- Branding artwork will be provided | Each | 27 |

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **Bidders must submit their bids in USD of and payment will be processed in Zwl using the prevailing willing buyer willing seller mid-rate 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 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 with outstanding purchase orders past their delivery dates will not be considered.

Bidders must also submit the following documents.

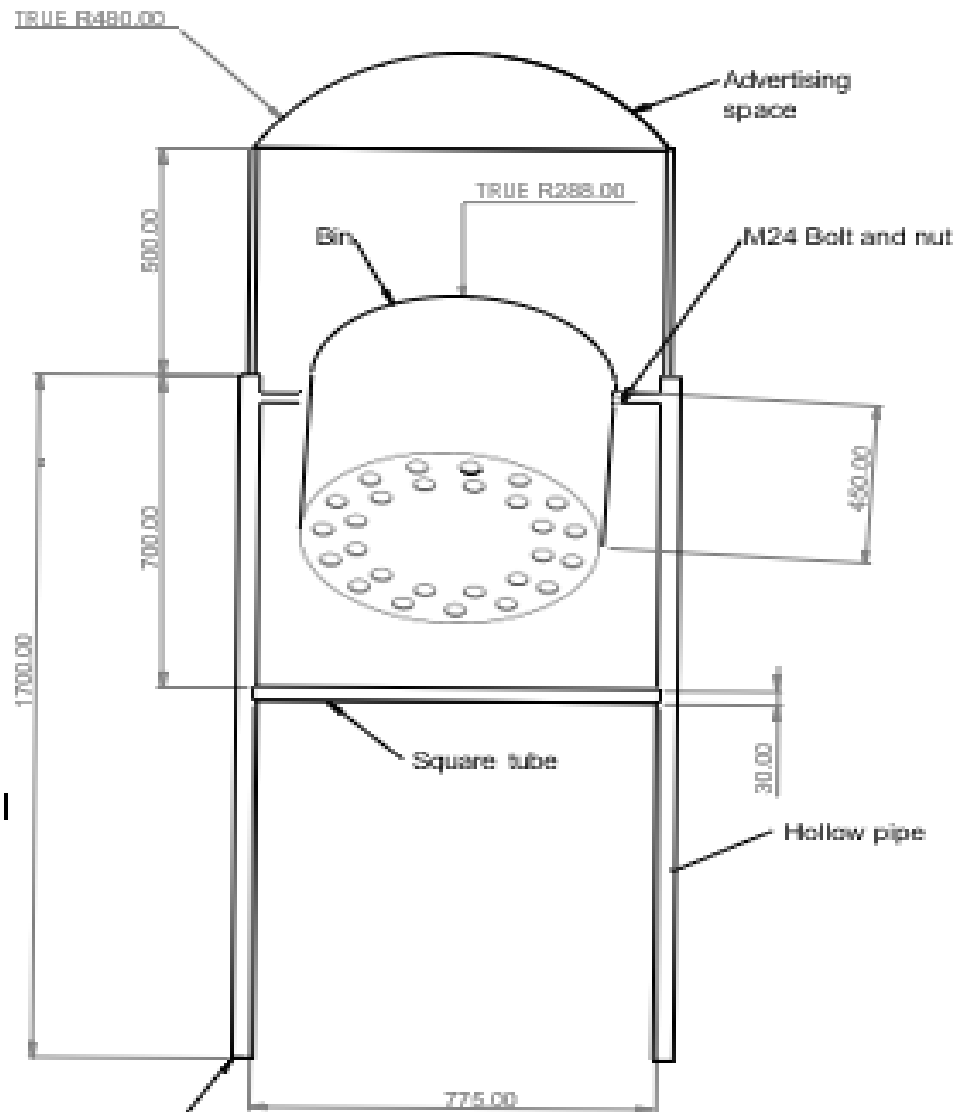
1. Bidders must attach CR14 certificate – list of directors.
 2. Bidders must attach proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a copy of government gazette or a verifiable confirmation letter from PRAZ.
 3. Bidders must attach Value Added Tax Certificate
 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 | 23/01/2024 |
| Closing date | 26/01/2024 |
| Closing time | 1000 hours |



The bin stand should be inserted 500mm dip underground

| Components | Material | Thickness |
|-------------|------------|-----------|
| Bin | Steel | 3mm |
| Hollow pipe | Mild steel | 2mm |
| Square tube | Mild steel | 2mm |