



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** .....**RB09/01/24/11**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of Office Chairs with the following specifications.

<b>Description</b>	<b>Qty</b>
High back Swivel Chairs in Fabric. Colour: <b>Black</b>	1
Mid back swivel Chairs in fabric Colour: <b>Black</b>	4
Mid Back Vistors chairs with arms in Fabric Colour: <b>Black</b>	4
Teller stools with Glides and without Arms in Fabric Colour: <b>Black</b>	4

- **Bidders must provide images of the Chairs quoted.**
- **We reserve the right to reject substandard furniture.**

### **YOU 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 prevailing Willing buyer willing seller mid-rate 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.
- 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.
- Value added tax must be clearly and separately quoted.
- Bidders with outstanding purchase orders past their delivery timeframes 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) for the year 2024 in the form of 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](mailto: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.**

<b>Posted date</b>	09/01/2024
<b>Closing date</b>	<b>12/01/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

