



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

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

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.

Description	Qty
High back Swivel Chairs in Fabric. Colour: Black	1
Mid back swivel Chairs in fabric Colour: Black	4
Mid Back Vistors chairs with arms in Fabric Colour: Black	4
Teller stools with Glides and without Arms in Fabric Colour: Black	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.
- **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	15/01/2024
Closing date	17/01/2024
Closing time	1000 hours

