



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:ADMIN09/02/24/46.....

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 stationery items.

	Item	Description	Qty
1.	POSB Letter head	Size - A4 size printed one side only. Colour - 2 colours black and orange on 80gsm bond white paper. To be shrink wrapped in packs of 100. Each pack to have 5 bundles of 100s.	10,000
2.	POSB Deposit Slips	Size: 210mmX95mm Paper: Self-carbonated (NCR paper) speed sets of 2. Colours: 2 colours orange and black To be shrink wrapped in packs of 1000	200,000
3.	DSTV Personalized slips	A6 DSTV Personalized slips Printed in speed sets of two. Paper self-carbonated paper. Colour – Both copies printed in 2 colours black and orange.	200,000
4.	POSB withdrawal slips	Size: 210mmX95mm Paper – bank paper (singles) Colour – 2 colours black and orange	200,000
5.	POSB ZETTS application form	Pad of 50 sheets x 2 to make 100 sheets per pad. Serialised 2 colour black and orange A4 Size with POSB Logo	500 pads

		Sample to be provided. Padded at the top with board cover at the back folded in half to prevent overwriting.	
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YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **Bidders must submit their bids in USD of which payment will 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.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state delivery period from receipt of official order.
- Bidders with outstanding purchase order past the delivery timeframe will not be considered.
- 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 their 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	09/02/2024
Closing date	14/02/2024
Closing time	1000 hours