



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**ADMIN10/02/24/49**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Supply and delivery of ATM Consumables as per annexure.

ITEM DESCRIPTION	QUANTITY
<b>ATM receipt roll - 80mm x 75mm x 18mm</b> <i>Width: 80mm</i> <i>Diameter: 75mm</i> <i>Core: 18mm</i> <i>Grammage: Premium thermal paper (Sample available)</i> <b>Sensor:</b> <ul style="list-style-type: none"><li>- Distance in-between: 106mm</li><li>- Sensor thickness: 6,5mm</li></ul> <i>Packing: Boxes of 100's &amp; shrink-wrapped in 5's</i>	300
<b>ATM Journal roll - 80mm x 82mm x 13mm</b> <i>Width: 80mm</i> <i>Diameter: 82mm</i> <i>Core: 13mm</i> <i>Grammage: (Sample available)</i> <i>Packing: Boxes of 100's &amp; shrink-wrapped in 5's</i>	300

### **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.

- Validity period of quotation to be a minimum of 30 days.
- Bidders must state delivery period from receipt of official order as those with the items in stock will be considered first.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- 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 copy of government gazette or a verifiable confirmation letter from PRAZ.
  3. Bidders must attach a copy of their 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**

1. 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](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>	10/02/2024
<b>Closing date</b>	<b>14/02/2024</b>
<b>Closing Time</b>	<b>1000 hours</b>