



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN17/02/24/57**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of General Stationery to POSB HQ as per annexure below:

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1.	Eversharp Black pens	Each	5,000
2.	Eversharp Blue Pens	Each	2,000
3.	Office Paper scissors	Each	100
4.	A5 Feint & margin counter books, 96pgs, Bond paper	Each	200
5.	A4 Transparent Binding Sheets	100's	5
6.	Flat file Code: 152-7C - 2/5 Cut tabs, Legal size	50's	10
7.	Accessible Files Code: 152 – 5C 2/5 Cut, legal size	20's	25
8.	A4 Bantex File dividers 12 index	Each	200
9.	Heavy duty stapler (KW-Trio) Code: 050SA	Each	10
10.	Heavy duty Puncher (KW-Trio) Code:	Each	10
11.	Office Wastepaper mesh	Each	1
12.	White boarder 180x 120cm	Each	1

We reserve the right to reject substandard items.

YOUR 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 on 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.
- 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 valid PRAZ certificate.
(Relevant 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	14/02/2024
Closing date	16/02/2024
Closing time	1000 hours