



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG23/01/24/32A**.....

The People’s Own Savings Bank (POSB) invites your company to make a firm offer for the Urgent Fabrication and installation of a waterproof canvas to cover the ATM for POSB Mutare service centre, as per attached scope of works.

Scope of works
<ul style="list-style-type: none">• Material: canvas, high-density 350 gsm water-resistant polyester with PU coating. Should be very durable with excellent protection against UV rays and is fade-resistant for long-lasting use.• Frame: strong metal frame secured on the wall• Colour: orange, black or grey• Size: approximately 600cm x 150cm x 150cm (winning bidder is expected adjust measurements to the best fit)• Branding: POSB full logo in full colour printed on the front face of the shade• Additional information: The shade should have main shade material and should include a valance on all sides.
- Bidders required to provide detailed drawing and illustration of shade they quote.

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.
- Bidders with outstanding purchase orders that are past their delivery timeframes will not be considered.
- Validity period of quotation to be a minimum of 30 days.
- Bidders with orders past their delivery timeframe will not be considered.
- 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.
- 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 verifiable PRAZ certificate.
 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

5. 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

6. 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	01/02/2024
Closing date	05/02/2024
Closing time	1000 hours