



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN06/03/24/76**.....

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

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1.	A4 white bond paper (500 sheets per ream) 80gsm	Ream	800
2.	Sticky stuff (100g non-toxic re-usable)	Each	100
3.	Post-It pads (76mm x 38mm 100 sheets per pad multicolours)	Each	200
4.	Computer binders PVC (Code: T COM - A3 or equivalent)	Each	30
5.	Filing boxes archival (code 54)	Each	800

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	06/03/2024
Closing date	08/03/2024
Closing time	1000 hours

