



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**HR12/03/24/85**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply of air flight tickets and bookings as follows:

Description	Class	Quantity
1. Flight tickets and bookings – Harare to Barcelona Spain via Dubai return for POSB CEO and Board Member.	Business class	2
2. Flight tickets and booking – Harare to Barcelona Spain via Dubai for POSB Executive	Economy class	1
- Flight – Emirates		
- Departure Harare – 12 May 2024 at 1850 hours.		
- Arrival date in Barcelona – 13 th of May 2024 at 1325 hours		
- Departure date from Barcelona – 19 th of May 2024 at 2100 hours		
- Arrival date at R G Mugabe International Airport – 20 th of May 2024 at 1710 hours		

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in USD nostro.

- 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.
- 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.
 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 on the email subject and be sent only to the email address procurement@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	12/03/2024
Closing date	13/03/2024
Cosing time	1000 hours