



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG18/03/24/89**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of Branded Global money week collateral as per annexure below:

ITEM DESCRIPTION –	QUANTITY
1. Branded Round neck T/shirts. - sample required <ul style="list-style-type: none">• Colour – Orange and Black• Cuts - slim fit, separate men and ladies cut.• Branding – POSB and GMW theme• Material – High quality sweat management• Artwork to be provided	700
2. Branded Caps – sample required. <ul style="list-style-type: none">• 255g/m²• 100% Heavy brushed cotton• 6 -Panel structured peak• 6 Rows of stitching• 6 Embroidered eyelets• Velcro strap closure• Black Colour• POSB Embroidered logo.• Artwork to be provided	300
3. Branded Golf T/shirt – sample required. <ul style="list-style-type: none">• Colour – Orange and Black• Cut – slim fit, separate men and ladies cut.• Branding – POSB and GMW theme• Material – High quality sweat management• Artwork to be provided	60

- **Bidders that submit similar samples of items they quote will only be considered.**

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 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 copy of government gazette or a verifiable confirmation letter from PRAZ.
 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	18/03/2024
Closing date	20/03/2024
Closing time	1000 hours