



*Simply Possible*

**OFFICIAL REQUEST FOR QUOTATION**

**Procurement Ref # ..... MKTNG18/03/24/90.....**

The People’s Own Savings Bank (POSB) invites your company to make a firm offer for the provision for 2024 ZITF Pavilion stand Branding works as per scope of works on page 4.

<b>We reserve the right to reject substandard material</b>		
Bidders are invited for a compulsory site meeting on site to appreciate the works involved.		
<b>Venue</b>	<b>Date</b>	<b>Time</b>
POSB ZITF Pavilion stand ZITF Grounds <b>Bulawayo</b>	20/03/2024	<b>1130hrs</b>

**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 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.

- 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 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](mailto: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.

<b>Posted date</b>	18/03/2024
<b>Closing date</b>	<b>25/03/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

### 2024 ZITF STAND BRANDING SCOPE OF WORKS

	DESCRIPTION	MEASUREMENT	QUANTITY
Vinyl on Windows Centre Window (Between Light Boxes)	replacement of vinyl graphic with a vinyl graphic	242cmx242cm	1
Lightboxes refurbishment	replacement of front frame, panaflex and graphics plus electricals refurbishments	242cmx242cm	2
Contravison on Windows	replacement of Contravison graphic with a continuous graphic on all 3 panels	198cmx92cm(W)	3
Contravison on Windows	replacement of graphics	196cmx116cm(W)	2
PVC Stretched on metal frame	replacement of PVC graphic,neatly tacked into the back of the metal frame.	120cmx150cm(w)	2
PVC Stretched on metal frame	replacement of PVC graphic,neatly tacked into the back of the metal frame.	120cmx3m(w)	2
PVC Stretched on metal frame	replacement of PVC graphic,neatly tacked into the back of the metal frame.	181cmx360cm(w)	1
PVC Stretched on metal frame	replacement of PVC graphic,neatly tacked into the back of the metal frame.	186cmx376cm(w)	1
PVC Stretched on metal frame	replacement of PVC graphic, neatly tacked into the back of the metal frame.	120cmx3m(w)	1
Counters - new artwork and painting	smoothing and repainting the countertops in orange, repainting the counter bottoms in white. Relabeling the counters with at least 25cm high orange cut vinyl. Addition of an orange vinyl strip at the bottom of the counters, right around the counter, measuring 60cm	1.2(h)x1.3(l)x0.6(b)	3
PVC Stretched on existing metal frame	stretched PVC graphic replacement, neatly tacked into the back of the metal frame.	120cmx240cm	1
A0 Illuminated snapper frame	replacement of graphics	A0	1
Forex with Illuminated frame	landscape forex with graphics printed on vinyl. To be fixed on the wall. Orange light illumination right round the board.	1.2m x 2.4m	1
Wallpaper with wood glue	wallpaper graphic to replace vinyl print	112cmx122cm	1
ENTRY/EXIT cut vinyl	cut vinyl stickers on doors	40cm (h)	4
TV Stand	printed matte vinyl applied on wooden tv stand	209x1mx30cm	1
High-resolution digital screens	High-resolution digital screen secured against an interior wall with 2 by 1m lengths and 1 by 5m length	2mx7m(w)	1