



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG28/02/24/71A**.....

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

| ITEM DESCRIPTION – | QUANTITY |
|---|----------|
| 1. Alex Varga Zimmerton Gift set <ul style="list-style-type: none">• Colour – black• Branding – POSB full logo Engraving and debossing• Code – GF- AV-1180 - B | 70 |
| 2. Okiyo Yoshi Jute & Cotton tote <ul style="list-style-type: none">• Colour – Khaki and white• Code – BAG- 4710• Branding – Full colour POSB logo DDT | 200 |
| 3. Swiss Cougar Equity Compu- brief <ul style="list-style-type: none">• Colour – grey and black• Code – BAG 4610• Branding – Esteem banking logo full colour screen print | 70 |

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.**

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|---------------------|-------------------|
| Posted date | 07/03/2024 |
| Closing date | 11/03/2024 |
| Closing time | 1000 hours |