



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG28/03/24/98**.....

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

ITEM DESCRIPTION –	QUANTITY
1. Round neck t/shirt <ul style="list-style-type: none">• Custom made high quality combined polyester and cotton t/shirt with sweat management properties.• Sample required for inspection	1100
2. Branded A5 Notebooks Fourth Estate <ul style="list-style-type: none">• Screen print• Code – NB-9308• Colour – black/ Orange• Branding – Full colour POSB	550
3. Willow Bush sunhat <ul style="list-style-type: none">• Code – ALT -CCK• Branding – Embroidered POSB logo in full colour	550
4. Strobe Ball Pen <ul style="list-style-type: none">• Code - 1074	1100
5. Headwraps and Zambia set <ul style="list-style-type: none">• Zambia 2,5m• Branded	200
6. Jamboree Backpack <ul style="list-style-type: none">• Code – 4140• Branded	550

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – to be quoted in US dollar of which payment will 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 Value Added Tax Certificate
 3. 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

4. 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.
5. **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	27/03/2024
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Closing date	03/04/2024
Closing time	1000 hours