



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:ADMIN02/04/24/101.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply, and delivery to POSB HQ of the following stationery items.

	Item	Description	Qty
1.	Local Purchase Order books	Size – A4 Pads of 50 sheets x 4 to Make 200 sheets. To be padded from the top Board bottom cover with a flap to prevent overwriting. Paper - NCR paper printed in quadruplicate. 1st copy – White (Finance Copy) 2nd copy – Pink (Suppliers Copy) 3rd copy – Blue (Procurement Copy) 4th copy – White (Stores Copy) Printed one side in two colours black and orange. All pages to be numbered. To be shrink wrapped in packs of 5 pads	20
2.	Telephone Message pads	Size – A6 Pads of 100 sheets Printed one side on white bond paper in 2 colours black and orange. To be padded from the top Manila bottom cover plain	100
3.	Vehicle log books	Size – A4 Pads of 50 sheets x 2 to make 100 sheets	100

		<p>Top cover – Manila paper printed in one colour (black) on both sides.</p> <p>Plain bottom cover manila paper.</p> <p>Top copies printed one side in black on White Bank paper and perforated on left side short edge.</p> <p>2nd copies printed one side in black on white Newsprint paper and is not detachable.</p> <p>Quarter bound on the left side short edge.</p>	
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YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **Bidders must submit their bids in USD 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 delivery period from receipt of official order.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding purchase order past the delivery timeframe will not be considered.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- 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 their valid PRAZ registration certificate under the correct category.
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 and be sent only to the email address rfqs@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	03/04/2024
Closing date	08/04/2024
Closing time	1000 hours