



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **ADMIN03/04/24/105**.....

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

| Qty | ITEM DESCRIPTION                          | Unit of Measure | QTY |
|-----|---|-----------------|-----|
| 1.  | W2210A Black toner                        | Each            | 20  |
| 2.  | W2211 Cyan toner                          | Each            | 20  |
| 3.  | W2212A Yellow toner                       | Each            | 20  |
| 4.  | W2213a Magenta toner                      | Each            | 20  |
| 5.  | 24AE Cartridge ink (F6V24AE 652 Tricolor) | Each            | 15  |
| 6.  | 25AE Cartridge ink (F6V25AE 652 Black)    | Each            | 15  |

### **YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- **The applicable currency – Bidders must submit their bids in USD and payment will be processed in Zwl using the willing buyer willing seller mid-rate prevailing at the time 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 their delivery period from receipt of our official order.
- 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.
  4. Bidders must attach Valid IBM dealership 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. **N.B. 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>  | 03/04/2024        |
| <b>Closing date</b> | <b>05/04/2024</b> |
| <b>Closing time</b> | <b>1000 hours</b> |