



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG16/04/24/116**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the production and supply of ZITF Video newsletter for 2024 as per annexure below:

Scope of works
<p>PRODUCTION AND SUPPLY OF VIDEO & PHOTOGRAPHY FOR ZITF INCLUDING:</p> <ol style="list-style-type: none">1) Concept creation2) Innovative graphics, videography, and appropriate branding3) High quality voice recordings, background music and sound effects <p>Filming Locations:</p> <ol style="list-style-type: none">1) ZITF, Bulawayo <p>Video Required: Within 2 days of filming. Photo Required: Within 5 Hours Photography</p> <p>Duration: 23-27 April 2024 (4 days)</p>
<p>Bidders to provide the following proofs.</p> <ol style="list-style-type: none">1) 2 videos of similar work done <p>Failure to do so will result in bid not being considered</p>

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – to be quoted in US dollar of which payment will be processed in ZIG local Currency 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 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.
- Bidders must note that if they put more than one option only their main offer will be evaluated.

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.

SUBMISSION OF OFFERS / QUOTATIONS

1. 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.
2. NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.

Posted date	16/04/2024
Closing date	17/04/2024

Closing time	1000 hours
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