



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **MKTNG27/03/24/99A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Provision for the Supply of visual, audio and lighting equipment for the duration of the 2024 ZITF exhibition as per annexure below:

Scope of Works
<ul style="list-style-type: none"><li>• 1 x LED Screen, measuring 3m x 2m, Trussing and Cabling to suit. (mounted close to the entrance at the POSB ZITF Pavilion with suitable stand size for screen)</li><li>• PA System – 2 x Wireless Mics &amp; Audio Mixer.</li><li>• Lighting Equipment.</li></ul> <p><b>Bid submission should be inclusive the following.</b></p> <ul style="list-style-type: none"><li>• All cabling and accessories required for implementation of the above.</li><li>• Transport and accommodation during ZITF.</li><li>• Labour – Set up, Operating technicians and pack down</li></ul>

### **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](mailto: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.

<b>Posted date</b>	11/04/2024
<b>Closing date</b>	<b>15/04/2024</b>
<b>Closing time</b>	<b>1000 hours</b>