



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG28/02/24/69A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing and supply of flyers with the following specifications:

ITEM DESCRIPTION	QUANTITY
A5 Flyers – Roadshow Product flyers <ul style="list-style-type: none">- Paper type: Full colour 150gsm gloss art paper- Size – A5- Printing – Full colour printed on both sides.- Artwork to be provided	10 lots of 30,000

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – to be quoted in US dollar of which payment will be processed in local ZIG 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 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	19/04/2024
Closing date	24/04/2024
Closing time	1000 hours