



Simply Possible

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....**MKTNG29/04/24/128**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for Printing, supply and delivery of Marketing material as per annexure below.

ITEM DESCRIPTION	QUANTITY
<p><b>1. Nostro POS Stickers</b></p> <ul style="list-style-type: none"><li>- Production of full colour custom cut *sets of.<ul style="list-style-type: none"><li>➤ 2 x side doom stickers – 3cm (h) on the longest side, 0.5cm (h) on the shortest side x 16cm (l)</li><li>➤ 1 front dome sticker - 2cm (h) x 3cm (w)</li></ul></li><li>- Artwork will be provided.</li><li>- Physical POS machine available for measurement.</li><li>- <b>2 side stickers (on opposite sides) and 1 front sticker make up 1 complete set.</b></li></ul>	1,500
<p><b>2. Danglers</b></p> <ul style="list-style-type: none"><li>- 350 x 350 Diameter danglers</li><li>- Printed full colour, same image on both sides.</li><li>- 400gsm Duplex board</li><li>- Laminated together, die cut to shape size, drilled a hole at top with twine fixed.</li></ul>	1,500
<p><b>3. A2 Posters</b></p> <ul style="list-style-type: none"><li>- Full colour posters on 150gsm gloss art paper printed on one side</li></ul>	1,500
<p><b>4. Tent Cards</b></p> <ul style="list-style-type: none"><li>- Printing of tent name cards with the following specifications<ul style="list-style-type: none"><li>• Size: 21 cm x 30 cm Landscape, folded in half.</li><li>• Paper: 350gsm, Matte finish</li><li>• Colour: White with Orange and white print</li><li>• Artwork to be provided.</li><li>• Sample available</li></ul></li></ul>	1,500
<p><b>5. A5 Flyers</b></p> <ul style="list-style-type: none"><li>- Size: A5</li><li>- Paper type: Full colour 150gsm gloss art paper</li><li>- Printing: Full colour printed on both sides</li><li>- 5 different products</li></ul>	5,000

<b>6. Lanyards</b> - Rhapsody lanyard - Lan -030	1,000
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**YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **to be quoted in US dollar of which payment with be processed in ZIG 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.
- Award will be on product basis and is not conditional to the award of another lot.
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheet where applicable.
- 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 3 reference letters of similar works done in the past 3years.
- **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.
6. **NB 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>	29/04/2024
<b>Closing date</b>	<b>03/05/2024</b>
<b>Closing time</b>	<b>1000 hours</b>