



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #OHS30/04/24/130.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of Sports items & regalia as per annexure below.

ITEM DESCRIPTION	Unit of measure	Quantity
1. Goalkeeper Gloves - Sample required	Pair	2
2. Soccer match balls	Item	6
3. Whistle	Item	4
4. Training cones	Item	60
5. Ball pumps	Item	4
6. Volleyball match balls	Item	6
7. Knee guards	Item	30
8. Armbands	Item	15
9. Rackets - Sample required	Item	10
10. Tennis ball cans	Item	15
11. Que sticks	Item	10
12. Que Bags	Item	10
13. Pool Gloves	Item	10
14. Chalk box	Item	5
15. Dart – board stands	Item	3
16. Dart boards	Item	3
17. Arrows - Sample required	Item	10
18. Flights & stem - Sample required	Item	10
19. Pool table	Item	2
20. Branded Cooler box – 25litres	Item	8

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars 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 supplies 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.

Posted date	30/04/2024
Closing date	03/05/2024
Closing time	1000 hours