



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN13/05/24/139**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of General Office Stationery to POSB HQ as per annexure below:

| Qty | ITEM DESCRIPTION | Unit of Measure | QTY |
|-----|---|-----------------|--------|
| 1. | A4 white bond paper (500 sheets per ream) 80gsm | Ream | 1000 |
| 2. | Paper clips 33mm (100pcs per box) | Each | 5000 |
| 3. | Flat files (laminated) | Each | 500 |
| 4. | Giant staples 23/8 (1000 pcs per box) | Each | 500 |
| 5. | A4 Blue carbon paper (100 sheets per pack) | Each | 200 |
| 6. | C4 Manila envelopes | Each | 10,000 |

We reserve the right to reject substandard items.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in local ZIG currency using the prevailing willing buyer willing seller mid-rate on 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 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

- 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 and be sent only to the email address rfqs@posb.co.zw.
- **NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

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|---------------------|-------------------|
| Posted date | 13/05/2024 |
| Closing date | 15/05/2024 |
| Closing time | 1000 hours |

