



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG09/05/24/135**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Internal and External Branding for POSB Fort street service centre as per scope of works on page 3 & 4.

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.
- 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 to submit 3 reference letters of similar works done in the past 3 years.
- **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	10/05/2024
Closing date	13/05/2024
Closing time	1000 hours

QTY	ITEM	DESCRIPTION
4	1.2m x 2m	Counter teller
1	1.2m x 5m	Reception
1	1.9m x 1.4m	Frosting
2	2.2m x 1.5m	Entrance into Offices frosting
1	2.2m x 3.7m	Frosting saver room
1	2.2m x 6.5m	Frosting front glass offices
1	2.2m x 1.9m	Frosting
1	2.2m x 4.2m	Frosting
1	2.2m x 2.4m	Frosting
1	2.2m x 0.7m	Frosting
1	1.9m x 2.5m	Frosting
1	2.2m x 1.4m	Frosting
4	2.2m x 4.2m	Frosting
1	2.2m x 0.5m	Frosting
1	1.9m x 0.9m	Frosting
1	2.2m x 8m	Frosting
4	2.2m x 1.7m	Frosting
1	2.2m x 25m	Frosting
1	2.2m x 1.4m	Frosting
1	2.2m x 1.3m	Frosting
1	2.2m x 3.8m	Frosting
1	2.2m x 4m	Frosting
4	1.6m x 0.3m	Illuminated Signs
1	2.4m x 2.4m	Wallpaper
1	2.2m x 2m	Wallpaper
2	2.2m x 2.5m	Wallpaper
4	0.15m x 0.4m	Teller sign
1	1.4m x 2.1m	ATM Branding
1	1.4m x 1.6m	Sign on wall
1	1.5m x 4.6m	3D Letters
1	3.4m x 5m	Entrance
2	1.6m x 0.3m	ATM illuminated direction sign

Main trap doors		Measurements	Qty
POSB logo cut vinyl	full colour cut vinyl place on the entrance door	45cm x 45cm	2
POSB business hours cut vinyl	orange cut vinyl place on the exit door side of the mantrap	45cm x 45cm	2
PUSH cut vinyl sticker	orange cut vinyl		4
PULL cut vinyl sticker	orange cut vinyl		4
Queue stands			14
Floor stickers	orange cut vinyl	25 cm *25cm	10
Snapper frames	supply and installation of new frames and graphics - A1. graphics to be printed on satin linen, 200gsm poster paper	A1	12
	Supply of new A3 frames	A3	2
Door labels	Door labels - reverse printed vinyl on perspex	10cm x 40cm	11
Notice Board	supply and installation of an A0 notice board	A0	1