



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....OHS30/04/24/131.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of the following First aid medical kit items to POSB HQ: -

	DESCRIPTION	Unit of measure	Qty
1	First Aid bags	Each	7
2	Crepe bandages 100mm (pack of 10)	Each	3
3	Conforming bandage 100mm (pack of 10)	Each	1
4	Elastoplast (Box of 100)	Each	4
5	Betadine 100mls	Each	10
6	Deep freeze spray	Each	10
7	Deep heat spray	Each	10
8	Diclofenac rub	Each	10
9	Gel ice packs	Each	10
10	Alcohol wipes	Each	10
11	Glucose powder 150g	Each	20
12	Sterile gauze swabs (box of 100)	Each	3

### **YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- **The applicable currency – to be quoted in US dollar of which payment with be processed in ZWL 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.
- **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](mailto: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.**

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