



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **RB16/05/24/146**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of

- ATM safe combination set and reset training for 4 Operation staff members.

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

- The applicable currency – to be quoted in USD and payment will be processed in ZIG using the willing buyer willing seller mid-rate prevailing 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 delivery period from receipt of official order as those with the items in stock will be considered first.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- 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 a copy of their 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**

1. 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](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>	16/05/2024
<b>Closing date</b>	<b>20/05/2024</b>
<b>Closing Time</b>	<b>1400 hours</b>