



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref:ADMIN19/06/24/193.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply, and delivery to POSB HQ of the following.

	Item	Description	Qty
1.	Moneygram Receive Pads	Size – 206mm x 168mm Pads of 200 sheets per pad. To be padded from the top Manila bottom cover. Paper – White bond paper printed back to back. Front printed in full colour. Back printed one colour black ink. To be shrink wrapped in packs of 5 pads	300

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **Bidders must submit their bids in USD of which payment will be processed in local ZIG currency 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.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.

- Bidders with outstanding purchase order past their delivery timeframe will not be considered.
- 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 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.**

Posted date	19/06/2024
Closing date	24/06/2024
Closing time	1000 hours