



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**ADMIN20/06/24/195**.....

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

Description	Part Number	Unit of measure	Quantity
1. Genuine Xerox High Capacity Toner cartridges (Black) for the VersaLink C605 colour printer.	108R01488	Each	10
2. Genuine Xerox High Capacity Toner cartridges (Yellow) for the VersaLink C605 colour printer.	108R01487	Each	10
3. Genuine Xerox High Capacity Toner cartridges (Cyan) for the VersaLink C605 colour printer.	108R01485	Each	10
4. Genuine Xerox High Capacity Toner cartridges (Magenta) for the VersaLink C605 colour printer.	108R01486	Each	10

Only original Xerox cartridges will be considered.

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 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 completion time/ delivery period from receipt of official order.
- 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 orders in the past year will not be considered.
- Bidders with outstanding orders past their agreed delivery time frames 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 must submit their Xerox certificate of distributorship.

- **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 on the email subject 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	20/06/2024
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Closing date	24/06/2024
Time	1000 hours