



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: **IT31/05/24/163**.....

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

1. Printers x 6

SPECIFICATIONS

Printing

Duplex printing mode	Auto
Double Sided Printing	Automatic Double-Sided Printing
Printer Resolution	1200 x 1200 DPI
First Page	As fast as 6.3 Seconds First page
Print technology	Laser
Printing	Mono printing
Duplex printing	Yes
Print speed (black, normal quality, A4/US Letter, Colour)	38 ppm

Copying

Duplex copying	Yes
Copying	Mono copying
Maximum copy resolution	600 x 600 DPI
Copy speed (black, normal quality, A4)	38 cpm
Time to first copy (black, normal)	7.2 s

Scanning

Duplex scanning	Yes
Scanning	Colour scanning
Optical scanning resolution	1200 x 1200 DPI
Maximum scan resolution	1200 x 1200 DPI
Maximum scan area	216 x 356 mm

Scanner type	Flatbed & ADF scanner
Scan technology	CIS
Scan to	E-mail, PC, USB
Scan speed (colour)	21 ppm
Scan speed (black)	29 ppm
Image formats supported	JPG, TIFF
Document formats	PDF

Paper Handling

Maximum ISO A-series paper size	A4
Paper tray media types	Bond paper, Envelopes, Heavy paper, Labels, Plain paper, Pre-printed, Recycled paper, rough paper
ISO A-series sizes (A0...A9)	A4, A5, A6

Network

Wi-Fi	Yes
Ethernet LAN	Yes
Cabling technology	10/100/1000Base-T(X)
Ethernet LAN data rates	10,100,1000 Mbit/s
Mobile printing technologies	Apple Air Print, Google Cloud Print, HP ePrint, Mopria Print Service

Input output

Total number of input trays	2
Total input capacity	900 sheets
Total output capacity	150 sheets
Paper tray 2 input capacity	250 sheets

2. LAPTOP X 1

Laptop specification

Processor -----AMD Ryzen™ 5000 Series Mobile Processors with Radeon™ Graphics

Operating System----- Windows 11 Pro

Display -----15.6" FHD (1920 x 1080) IPS, 300 nits, antiglare

Battery -----Up to 9 hours* (45Wh)

Memory-----Up to 16GB DDR4, 3200Mhz

Storage -----Up to 512GB M.2 PCIe SSD, 1 TB 5400rpm HDD support dual drive

Graphics-----Integrated AMD Radeon™

Dimensions (H x W x D)19.9mm x 324mm x 215mm / 0.78" x 12.75" x 8.46"

WeightStarting at 1.7kg / 3.74lbs

Camera0.3M, 720p HD, Webcam privacy shutter

Colors -----Iron Gray

Connectivity -----WLAN: WiFi 6 802.11 AX, Bluetooth® 5.0

Audio -----2 x 1.5W stereo speakers, Dolby Audio™ ,Dual-array microphones

Ports/Slots ----- USB-C 3.2 Gen 1 Type-C,USB-A 3.2 Gen 1,USB-A 2.0,HDMI, Headphone / mic combo, RJ45

Keyboard-----Full-sized standard keyboard with one-piece touchpad

Carry case

3. COLOUR PRINTER

Specifications Colour Printer

- Print Size: A4 / Functions: Print, Copy, Scan and Fax
- Print speed color A4: Up to 21 ppm; First page out: As fast as 14.1 sec; Print speed duplex: Up to 12 ppm
- Print resolution Color (best): Up to 600 x 600 dpi
- Print cartridges number 4 (1 each black, cyan, magenta, yellow)
- Connectivity: Hi-Speed USB 2.0, Gigabit Ethernet, Wireless 802.11 b/g/n
- Scan speed: A4: Up to 26 ppm (B/W); 23 ppm (Color)
- Standard connectivity: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port, 802.11n 2.4/5GHz wireless, Fax port, Front Host USB
- Network capabilities: Yes, via built-in 10/100/1000 Base-TX Ethernet; Auto-crossover Ethernet; Authentication via 802.11x
- Wireless capability Built-in 802.11 b/g/n; authentication via WEP, WPA/WPA2, or 802.11x; encryption via AES or TKIP; WPS; Wi-Fi Direct
- Memory Standard: 256 MB DDR, 256 MB Flash; Maximum: 256 MB DDR, 256 MB Flash
- Processor speed 800 MHz

4. POWERPACK X 1

SPECIFICATIONS

- Lenovo power pack
- C-type
- Max 65W
- AC Adapter
- INPUT -100-240V 1.8A 50-60Hz
- OUTPUT 20.0V 3.25Aa 65.0W/15V 3A

YOU 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 our official order.
- Bidders with outstanding orders past their agreed delivery timeframes will not be considered.
- Bidders who have failed to fulfill our orders in the past year will not be eligible.
- 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 attach their valid dealership / partnership with the OEM for the brand they are quoting.

- **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	01/06/2024
Closing date	05/06/2024
Closing time	1000 hours