



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **MKTNG07/06/24/172**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Internal and External Branding for POSB Marondera and Rusape service centre as per proposed scope of works on page 4 & 5.

Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.		
Site visit date	Time	Physical address
11/06/2024	1000hrs	POSB Marondera Stand number 1137, Second street <b>Marondera</b>
11/06/2024	1230hrs	POSB <b>Rusape</b> Number 8 Manda Avenue <b>Rusape</b>

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

- The applicable currency – **to be quoted in US dollar of which payment with be processed in ZIG 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.
- Only Bid submission from bidders that attend the compulsory site meeting will 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 to submit 3 reference letters of similar works done in the past 3 years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

**SUBMISSION OF OFFERS/ QUOTATIONS**

5. 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)
6. 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>	07/06/2024
<b>Closing date</b>	<b>14/06/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

**LOT 1: MARONDERA BRANCH PROPOSED SCOPE OF WORKS**

<b>No.</b>	<b>item description</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1	A1 Poster artwork only	11		
2	A0 Poster artwork only	1		
3	Vinyl replacement, 108cm x 87	7		
4	Vinyl replacement, 108cm x 73cm	7		
5	Vinyl replacement, 2m x 92cm	7		
6	Teller signs 10cm x 50cm reverse perspex	7		
7	Door signs 10cm x 50cm reverse perspex	10		
8	A1 new frame	3		
9	Removal of artwork	1		
10	Removal of artwork	1		
11	Wallpaper non adhesive, 142cm x 1m	6		
12	Wallpaper non adhesive, 58cm x 45cm	6		
13	Wallpaper non adhesive, 112cm x 89cm	6		
14	Demarcation board, 50cm x 63cm double sided	3		
15	Door mate high traffic 145cm x 103cm	1		
16	A4 Perspex landscape dangle double sided	1		
17	Business hrs.	1		
18	POSB Logo 40cm x 40cm	1		
19	Push and pull	2		
20	Entry and Exit	2		
21	Bureau de change Logo 30cmx30cm	1		
22	Contravison on window, 180cm x 87cm	1		
23	Vinyl on window, 49cm x 87cm	3		
24	Vinyl on window, 179cm x 81cm	3		
25	Removal of Vinyl on windows	1		
26	Stretched PVC new, 270cm x 430cm	3		

27	Contravison on windows, 173cm x 71cm	6		
28	Contravison on windows, 73cm x 71cm	6		
29	Contravison on windows, 176cm x 79cm	1		
30	Contravison on windows, 176cm x 81cm	1		
31	Contravison on windows, 55cm x 79cm	1		
32	Contravison on windows, 55cm x 81cm	1		
34	Branch Manager Wallpaper, 1.1m x 1.1m	1		
35	Branch Manager Wallpaper, 2.5m x 2m	1		
37	Branch Manager Wallpaper, 2.5m x 3m	1		
38	ATM Housing Wallpaper, 2m x 0.4m	1		
39	ATM Housing Wallpaper, 2m x 1.5m	2		
	<b>Subtotal</b>			
	<b>Vat</b>			
	<b>TOTAL</b>			

**LOT 2: RUSAPE BRANCH PROPOSED SCOPE OF WORKS**

No.	item description	Quantity	Rate	Amount
1	Teller counter signs			
2	Door signs signage			
3	Removal of artwork			
4	Entry and Exit signage			
5	Removal of Vinyl on windows			
6	Business Hrs. sticker			
7	Wallpaper non adhesive			
	<b>Subtotal</b>			
	<b>Vat</b>			
	<b>TOTAL</b>			