



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG12/04/24/179**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of Branded Marketing collateral as per annexure below:

ITEM DESCRIPTION –	QUANTITY
1. POSB Branded tablecloth Size: 2400mm wide x 760mm deep x 740 mm High Material: Polyester Colour: Orange & black Multiple POSB Logo's in Full colour on some, Product graphics in full colour on others Sample required	4
2. Foldable Exhibition chairs <ul style="list-style-type: none">• Material: Made of High impact polyethene with metal frame• Stain resistant and easy to clean• Can be used indoors/Outdoors• Durable and contoured for comfort• Size: 114x 27x 47cm• Colour: off white• As per sample picture on page 3	16

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars 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.
- Award will be on product basis and is not conditional to the award of another lot.

- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheets 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.
- Bid submission from bidders that attend the compulsory site visit 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.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

4. 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.
5. **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	12/06/2024
Closing date	14/06/2024
Closing time	1000 hours

Sample chair

