



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **MKTNG17/04/24/186**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the 2024 Interbank games furniture hire, decor & set up as per attached scope of works on page 3,

### **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.
  4. Bidders must attach 3 reference letters of similar supplies done in the past 3years.
  5. Bidders required to provide a demo setup for as per attached scope of works.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

**SUBMISSION OF OFFERS/ QUOTATIONS**

6. 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).
7. **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>	17/06/2024
<b>Closing date</b>	<b>19/06/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MEASUREMENTS</b>	<b>QTY</b>
<b>TENT – MAIN TENT</b>	<ul style="list-style-type: none"> <li>• 10m x 10m snow white marquee tent with clear and openable windows.</li> <li>• Snow white interior and exterior</li> <li>• To include white tent lining</li> <li>• To include flooring and carpeting to cover the whole tent area</li> <li>• To include lighting for evening use</li> <li>• To include mood lighting to complement aesthetics</li> </ul>	<ul style="list-style-type: none"> <li>• 10m x 10m</li> </ul>	1
<b>TENT – CATERING AND BREAKAWAY</b>	<ul style="list-style-type: none"> <li>• 3m x 3m white marquee tent with adjustable walls and clear window</li> <li>• To include tent lining</li> <li>• To include flooring and carpeting</li> <li>• To include lighting for evening use</li> </ul>	<ul style="list-style-type: none"> <li>• 3m x 3m</li> </ul>	1
<b>LOUNGE SETS</b>	<ul style="list-style-type: none"> <li>• 1 Double Seater Couch</li> <li>• 2 Single Seater couches</li> <li>• 4 Ottomans</li> <li>• 2 shell chairs</li> <li>• 2 Branded cushions</li> <li>• 1 branded coffee table</li> <li>• 2 branded side tables</li> </ul>	<ul style="list-style-type: none"> <li>• Listed items are per set</li> </ul>	2 sets
<b>COCKTAIL TABLES</b>	<ul style="list-style-type: none"> <li>• 8-seater glass top black and white bar counters</li> </ul>	<ul style="list-style-type: none"> <li>• 8-seater</li> </ul>	5
<b>BAR STOOLS</b>	<ul style="list-style-type: none"> <li>• Black and gold velvet bar stools</li> </ul>	<ul style="list-style-type: none"> <li>• High bar stools to match cocktail tables</li> </ul>	40
<b>FLOWER ARRANGEMENTS</b>	<ul style="list-style-type: none"> <li>• Orange Medium fresh flower arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• At least 25cmx25cm</li> </ul>	4