



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG17/06/24/185**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Roadshow Truck hiring services as per annexure below.

ITEM DESCRIPTION:
Roadshow truck hire and branding with the following details and specifications; <ul style="list-style-type: none">• Truck size: at least 15 tonnes• Truck with digital screen plus branding on the interior and exterior• To include mobilization vehicle• To include MC, DJ and at least 3 activators• To include police and other required clearances• To include PA system and power source e.g. generator• Itinerary: 4-7 July, Bulawayo CBD, Hwange, Maphisa and Plumtree

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment will be processed in local ZIG currency using the prevailing willing buyer willing seller mid-rate 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 with orders past their delivery timeframe will not be considered.
- 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 fulfil their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes 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. At least 2 trade references from clients to whom similar services of the same magnitude were provided in the past 5 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
6. 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	17/06/2024
Closing date	21/06/2024
Closing time	1000 hours

