



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN08/08/24/262A**.....

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

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1.	Eversharp Black pens	Each	5,000
2.	Eversharp Red pens	Each	3,000
3.	Flat file Code: 152-7C - 2/5 Cut tabs, Legal size (sample picture required) - packed in 50's	Each	500
4.	Accessible Files Code: 152 – 5C - 2/5 Cut tabs, Legal size (sample picture required) - packed in 20's	Each	500
5.	A4 Feint & margin counter books, 96pgs, Bond paper - packed in 10's	Each	500
6.	A5 Shorthand Notebooks, Feintrule ,140pgs, Bond paper - packed in 10's	Each	500
7.	Post IT Notepads/ Sticky Notes ,3x3 inch, 76 x 76mm (Assorted colours)	Each	300
8.	Damper sponge, code 9102,78mm x 39mm	Each	300
9.	Envelopes ,406mm x 305mm ,16x 12 Manilla - packed in 250's	Each	10,000
10.	Filing box Archival, Code – 54 - bundled in 250's	Each	800
11.	A4 Bond paper, White, 80g/m ² - bundled in 5's	Each	1000

- **We reserve the right to reject substandard items.**
- **Bidders to attach sample pictures on items that require samples for their bid to be considered.**

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which payment with be processed in ZWG 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 authentic signed reference letters of supplies of a similar nature 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

- 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	15/08/2024
Closing date	19/08/2024
Closing time	1000 hours