



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG12/09/24/290**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery the 2024 Export seminar giveaways per annexure below: -

ITEM DESCRIPTION – NASH CONFERENCE NOTEBOOKS	QUANTITY
1. Shopper bags - Altitude Giveaway Non-Woven Shopper <ul style="list-style-type: none">• Colour – Orange• Code - IDEA-0022• Branding – Embroidery, POSB Logo in full Colour	150
2. Notebooks <ul style="list-style-type: none">• Colour – Black• Code – NB 9308• Branding – POSB Logo in full Colour, screen print	120
3. Laptop bags <ul style="list-style-type: none">• Code – BAG 3601.• Colour – Black• Branding – POSB Logo in full Colour, screen print	120
4. Smart watch <ul style="list-style-type: none">• Colour – Black• Code – MT-AM-365b• Branding – POSB Logo in full, laser engraving	60
5. Alex Varga Odessa Laptop Trolley Bag <ul style="list-style-type: none">• Colour – Black• Code – AV-19045• Branding – POSB Logo in full, laser engraving	10
6. Branded Pens <ul style="list-style-type: none">• Colour – orange• Code – PEN-1564 BL• Branding – POSB Logo in full Colour	200
7. Flask Mugs <ul style="list-style-type: none">• Colour – Black• Code – DR-AV-255-B• Branding – POSB Logo in full, laser engraving	50

- **The bank may require viewing the items quoted**

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar 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 for amounts above USD\$20 000.00.
- 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.
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	12/09/2024
Closing date	16/09/2024
Closing time	1000 hours