



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG13/09/24/301**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery the 2024 Strategic planning session regalia and stationery per annexure below: -

ITEM DESCRIPTION –	QUANTITY
1. Men's Alex Varga Xenia Golf Shirt - Colour – white - Branding – Digital Transfer, POSB square logo full colour - Code – GS-AV-271 - Cuts – separate male and female cuts - Sample – required. 2 ladies' sizes and 2 men's sizes	70
2. High-End Seamless Moisture Management Wicking Golf Shirt - Colour – Black - Branding – POSB full logo, raised/3D embroidery, black on black - Cuts – separate male and female cuts - Sample – required. 2 ladies' sizes and 2 men's sizes	70
3. 6 Panel Cap - Performance Pro Cap - Colour – black - Description – Laser cut panels, 100% polyester, adjustable Velcro closure - Branding – POSB square logo, raised/3D embroidery, black on black - Sample – required	70
4. Renaissance A5 Soft Cover Notebook - Colour – black - Code – NB-9388 - Branding – POSB full logo debossing plus text 2024 Strategy Planning Session - Sample pic on page 4	70
5. Alex Varga Apus Rollerball - Colour – black - Code – AV-19011 - Branding – POSB full logo laser engraving	70
6. Custom-made felt document folder - Size – 340mm (L) x 245mm (W) x 9mm (H) - Branding – POSB full logo and text. - Other specifications – felt material. - Sample pic on page 3	100
7. Andy Cartwright Symmetry Cotton Tote - Colour – black - Code – BG-AC-432-B - Branding – Full-colour screen print/DDT of the POSB full logo plus text	100
- Sample submission required for items: 1,2 and 3 - Only bidders who provide samples for items 1,2 & 3 will be considered	

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars and 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	13/09/2024
Closing date	18/09/2024
Closing time	1000 hours



