



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG20/11/24/379**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of branded 2025 Notebooks as per annexure below:

No.	ITEM DESCRIPTION	Product code	Colour	Branding	QUANTITY
1.	Altitude showcase A5 soft Cover Notebook	NB-9915	Orange	Debossing of POSB full Logo	2,000
2.	Renaissance A5 Soft Cover Notebook	NB-9388	Black	Debossing of POSB full Logo	550
3.	Renaissance A5 Soft Cover Notebook	NB-9389	Black	Debossing of POSB full Logo	300
4.	Alex Varga Carralis Notebook & Pen set	GF-AV-1257-B	Black	Debossing of Esteem full Logo	100

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- **The applicable currency – Bidders should submit their bids in USD of which payment will be processed in USD Nostro.**
- 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 payments above USD\$20,000.00 or equivalent.
- **Validity period of quotation to be a minimum of 30 days.**
- Bidders who have failed to fulfill their orders in the past year will not be considered.
- Bidders with outstanding purchase orders that are past their agreed delivery timeframes will not be considered.

- **Bidders must state completion time/ delivery period from receipt of official order.**
- Bidders must note that if they put in more than one option only their main offer will be evaluated.
- 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 similar supplies of the same magnitude made in the past 3 years.

SUBMISSION OF OFFERS / QUOTATIONS

1. 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.
2. **NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.**

Posted date	20/11/2024
Closing date	25/11/2024
Closing time	1000 hours

