



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG20/11/24/381**

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

No.	ITEM DESCRIPTION	Product code	Colour	Branding	QUANTITY
1.	<p>Hamper made hamper (Comprising of the following)</p> <ol style="list-style-type: none">Serendipio Marina 12-Litre Cooler Box<ul style="list-style-type: none">- Colour – white, black- Branding – 2 positions, on handle and inside lid. Pad print and screen print- Code – GP-SD-35-BSerendipio Madison Stainless Steel & Plastic Double-Wall Tumbler - 350ml<ul style="list-style-type: none">- Colour – Black, white- Branding – laser engraving POSB @120 logo and text- Code – DR-SD-171-BSerendipio Palmgrove Picnic Blanket<ul style="list-style-type: none">- Colour – black, white- Branding – debossing POSB logo- Code – GP-SD-40-BAndy Cartwright Symmetry Cotton Tote<ul style="list-style-type: none">- Colour – black- Code – BG-AC-432-B- Branding – Screen print 2 colours		White/black	As indicated per hamper item	50
2.	<p>Cooler box</p> <ul style="list-style-type: none">- Serendipio Marina 12l Cooler box		Black/White	2 Positions, on handle & inside lid. Pad print & screen print	50

3.	Speaker Wireless Charger - Swiss Cougar Anchorage - Bluetooth speaker - Wireless Charger & Night Light	MT-SC-392-B	White	Pad Printing colour or digital transfer	50
4.	Gift bags - Altitude Ritz Maxi paper Gift bag	BG-AM-390-B	Black	Full Colour	200
5.	Power bank - Swiss Cougar shanghai Fast Charge 18w power bank - 10,000mAh	MT-SC-409-B	Black	Full colour digital transfer or screen print	100
6	Umbrella -Cloudburst Auto- Open Umbrella	UMB-7521	Black	Branding on 4 panels	400

- **Artwork will be provided to the winning bidder.**

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