



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG20/09/24/305A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of Agency Banking signage and branding collateral for the Bank's new agents per annexure below: -

ITEM DESCRIPTION	QUANTITY
1. Agents Bibs <ul style="list-style-type: none">- 120g/m2- 100% polyester tricot- full zip- contrast binding detail- silver 50mm reflective tape detail- ID pouch on left chest- Branded with POSB logo.- Mandatory sample of similar product required for inspection	250
2. Wind Spinner <ul style="list-style-type: none">- Visual Size - 1.2m (h) x 500mm (w). Double sided.- Graphic Panel - Full colour self-adhesive vinyl print. Double sided.- Carry Bag - Nylon carry bag spinner- Metal frame- Stand alone, stable to withstand strong winds- Include apertures for floor fixing- Exactly as in the picture (refer to sample picture on page 4)- Mandatory sample of similar product required for inspection	20
3. Danglers <ul style="list-style-type: none">- 350x350 diameter danglers- Printed full colour, same image on both sides- 400gsm Duplex board.- Laminated together, die cut to shape size, drilled a hole at top with twine fixed.	250
4. Posters <ul style="list-style-type: none">- Paper type – satin linen, 200gsm- Size – A1- printing – full colour printed on one side	250
5. Tent cards <ul style="list-style-type: none">- 21 cm *30 cm on 350 gsm- Gloss finish	200
6. Exterior Metal Signs <ul style="list-style-type: none">- Branded metal signs	20

<ul style="list-style-type: none"> - Size – 2.4m x 1.2m, landscape - Full colour graphics on reflective vinyl, applied on one side. - Signs are meant to be installed on rooftops or walls. (request is for supply only, excludes installation) 	
<ul style="list-style-type: none"> - Artwork to be provided 	

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 provide the mandatory samples for inspection 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	04/10/2024
Closing date	09/10/2024
Closing time	1000 hours

