



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref:** ..... **MKTNG28/09/24/318**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply and delivery of marketing posters and flyers to POSB HQ of the following.

Item	Description	Qty
A5 Flyers	A5 Fliers, double sided gloss	5,000
A1 Posters	A1 Vinyl gloss Posters on metal stands to include installation	35
A1 Poster	A1 poster, gloss one sided, service charter	100

### **YOU OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – **to be quoted in US dollars 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.
- Validity period of quotation to be a minimum of 30 days.
- **Award will be on product basis and is not conditional to the award of another lot.**
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheets 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.
- Bid submission from bidders that attend the compulsory site visit 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 must attach 3 authentic signed reference letters of supplies of a similar nature 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**

- 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 and be sent only to the email address [rfqs@posb.co.zw](mailto:rfqs@posb.co.zw).
- **NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

<b>Posted date</b>	28/09/2024
<b>Closing date</b>	<b>02/10/2024</b>
<b>Closing time</b>	<b>1000 hours</b>

