



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG05/03/25/56**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Branding of the POSB Container Office at Premier Leaf Tobacco Auction Floor (Southerton, Harare) as per below scope.

- Measurements will be confirmed after site visit
- See attached pictures of the container office

Quotations must be inclusive of Labour, transportation, and provision of accessories.		
Bidders are invited for a compulsory site meeting on site to appreciate the works		
Venue	Date	Time
Tobacco Auction Floor Southerton Harare	07/03/2025	1130hrs

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in local ZWG currency using the willing buyer willing seller mid-rate prevailing on 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 payments above USD\$20,000.00 or equivalent.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state delivery period from receipt of official order.
- Bidders must attach material data sheets for the POS machines
- Bidders must note that if they put more than one option only their main offer will be evaluated.

- Bidders with outstanding orders past their agreed delivery time frames will not be considered.
- Bidders who have failed to fulfill their orders in the immediate past one year will not be considered.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents

1. Bidders must attach CR14 / CR6 certificate – list of directors
 2. Copy of company registration certificate
 3. Bidders must attach their valid proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a verifiable PRAZ certificate for the relevant category.
 4. Bidders must attach Value Added Tax Certificate
 5. Bidders must attach their valid ITF263 Tax clearance certificate.
 6. At least three trade references were works of the same nature have been successfully delivered in the past three years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OFFERS/ QUOTATIONS

7. 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.
8. NB Offers not received by 1000 hours on the closing date SHALL be treated as late tenders and will not be considered.

Posted date	05/03/2025
Closing date	12/03/2025
Closing time	1000 hours

TOBACCO AUCTION FLOOR CONTAINER OFFICE			
Metal sign	Vinyl graphic replacement for an existing metal sign using reflective vinyl.	120cm x 240cm	1
Balloon dance	Arrow Balloon Inflatable Air Dancer Wind Dancer Advertising Dancers - Branded with POSB logo - Colour: orange	8m	1
Vinyl on the exterior wall	vinyl graphics applied on forex board	200cm x 200cm	1
	vinyl graphics applied on forex board	120cm x 120cm	1
	vinyl graphics applied on forex board	120cm x 120cm	1
	vinyl graphics applied on forex board	250cm x 250cm	1
Interior	Reverse-printed vinyl on counters	100cm x 150cm	3
	A1 posters (posters only)	A1	5
	vinyl on wall	200cm x 200cm	2



