



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **MKTNG11/03/25/59**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the production and installation of ATM branding at POSB Nelson Mandela.

ITEM	DESCRIPTION	SIZE/MEASUREMENTS	QUANTITY
Perspex sign	perspex with reverse-printed reflective vinyl installed above the ATM	10cm x 40cm	1
Vinyl on forex on wall	vinyl graphics applied on forex board	240cm x 200cm	1
Exterior glass partitioning reverse printed vinyl	Reverse-printed vinyl on exterior glass partition	226cm x 200cm	1

- **The measurements provided are estimates. Accurate measurements will be provided after the site meetings.**
- **Bidders to specify delivery dates from receipt of artwork per site.**

Bidders are invited for a compulsory site meeting at the following venue to appreciate the works.

Site visit date	Time	Physical address
12/03/2025	1430hrs	POSB Nelson Mandela Cnr N. Mandela & L. Takawira <b>Harare</b> Assembly Point: Nelson Mandela

### **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 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.
- 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 their valid PRAZ registration certificate for the correct category.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

**SUBMISSION OF OFFERS/ QUOTATIONS**

1. 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](mailto:rfqs@posb.co.zw).
2. **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>	11/03/2025
<b>Closing date</b>	<b>14/03/2025</b>
<b>Closing time</b>	<b>1000 hours</b>