



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG11/03/25/60**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of creative designs.

ITEM DESCRIPTION – ARTWORK DESIGNS	QUANTITY
ATMS BRANDING ARTWORK RESIZING <ul style="list-style-type: none">Resizing of existing artworks to be used for branding 8 ATM sites	
TOBACCO SALES FLOOR CONTAINER OFFICE BRANDING ARTWORK <ul style="list-style-type: none">Design of artwork to be used to brand a container office interior and exterior. The exterior will be branded full wrap on the front and 2 sides while the interior requires three counter branding artworks and 6 wall branding artworks.Design of t-shirt and cap	
Banners design <ul style="list-style-type: none">Backdrop banners (2.25m (h) x 3m (w))teardrop banners (6m (h) x 1.4m (w))	
Agent offices branding <p>Design of artwork to be used for interior and exterior branding of POSB agent offices and resizing of approved concepts to production files for 10 offices with different measurements.</p> <p>The scope includes:</p> <ul style="list-style-type: none">1.2m x 2.4m metal or 1m x 2m illuminated lightbox sign on the building (10 offices per quarter)1m x 1.8m windspinner (10 offices per quarter)Exterior building branding (vinyl/contravision on window or shopfront, vinyl of forex board)Interior counters branding (vinyl on counter portioning, vinyl on forex board)0.5m x 1.5m free standing directional sign by the main road (10 offices per quarter)Poster in frame x2 per office (bi-quarterly)Design of t-shirt and cap	

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.
2. **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	11/03/2025
Closing date	14/03/2025
Closing time	1000 hours