



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**HR10/04/25/84**.....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Human Resources Consultancy services to conduct virtual (online) psychometric assessments for recruitment purposes to candidates for the following positions.

ITEM DESCRIPTION – VIRTUAL PSYCHOMETRIC ASSESSMENT	UNIT OF MEASURE	QUANTITY
1. Graduate trainees	Candidate	18

Please note quantities used may not be exhausted but will allow timeous continuation of processes in the event where candidates fail the test or other issues are discovered during due diligence processes.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollars of which 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 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 with outstanding orders past their agreed delivery periods 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 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 relevant category.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

5. 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	10/04/2025
Closing date	14/04/2025
Time	1000 Hours

