



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **MKTNG11/04/25/83**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Visual and Audio Equipment hire for 2025 ZITF Exhibition as per the annexure below.

DESCRIPTION	QUANTITY
LED screen measuring 3m x 2m, trussing and cabling (Mounting and dismounting)	1
PA system with wireless mics and audio mixer	1
Sound technician for 5 days (Labour- Set up, Operating technicians and pack down)	1
Interactive Virtual Reality screens to be configured for online account opening through the POSB website	2

### **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 CR6 certificate – list of directors
2. 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.
3. Bidders must attach Value Added Tax Certificate
4. Bidders must attach their valid ITF263 Tax clearance certificate.
5. Bidders must attach their valid Nssa certificate.
6. At least three trade references were works of the same nature have been successfully delivered in the past three years.

**SUBMISSION OF OFFERS / QUOTATIONS**

1. 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 on the email subject and be sent only to the email address [rfqs@posb.co.zw](mailto:rfqs@posb.co.zw)
2. NB Offers are 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>	11/04/2025
<b>Closing date</b>	<b>14/04/2025</b>
<b>Closing time</b>	<b>1000 hours</b>