



## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... **MKTNG27/05/25/101** .....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Supply, production and installation of branding collateral at the POSB ADMA exhibition stands as per the annexure below.

ITEM DESCRIPTION –	Quantity
• 1.2m x 2.4m forex board with vinyl print secured on a board or metal container wall	2
• 1m x 2.2m stand-alone tension fabric E.Z banner printed with full colour graphics	4
• 3m backdrop banner	1
• Telescopic banners: 4m with individual spikes	10

### **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 where 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](mailto: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.

<b>Posted date</b>	27/05/2025
<b>Closing date</b>	<b>28/05/2025</b>
<b>Closing time</b>	<b>1000 hours</b>

TITLE DEEDS SUB-OFFICE BRANDING			
Metal directional sign	Galvanized metal with vinyl graphics, on a free-standing metal frame securely installed in the ground.	50cm x 100cm	3
Directional perspex	Protruding Perspex directional sign secured on the wall	20cm x 60cm	2
Protruding spinning sign	Double sided protruding spinning sign secured on the wall	50cm x 50cm	1
Door labels	Reverse printed Perspex door labels	10cm x 40cm	2
Frosting	Frosting with POSB cut out logo	2.2m x 9m	1
Interior	Perspex tent desk tags	10cm x 40cm	2
	A0 fancy aluminum snapper frames and satin line posters secured on the wall	A0	4
	vinyl on wall	200cm x 200cm	2