



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #**MKTNG24/07/25/143**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Short Corporate videos per the annexure below:

Description
<p>To produce a compelling series of 10 corporate videos featuring senior leadership addressing employees on the Bank's transformation journey. These videos will communicate strategic direction, celebrate milestones, and inspire alignment across the organization.</p> <p>Target Audience- Internal employees across all departments and branches.</p> <p>Key Messages Each video will focus on a specific aspect of the transformation, such as People and Culture, Digital and Data, Finance, Key Updates, Brand Repositioning, etc.</p> <p>Style & Tone</p> <ul style="list-style-type: none">• Professional, confident, and inspiring• Authentic and personable delivery• Clean, modern corporate visual style• Consistent branding across all videos <p>Filming Requirements</p> <ul style="list-style-type: none">• On-location shoots at bank premises or studio setup• Branded or neutral corporate background• Teleprompter support for speakers• Two-camera setup for dynamic visuals• Lighting and sound optimized for clarity and polish <p>Creative Elements</p> <ul style="list-style-type: none">• Opening Billboard: 5–10 seconds with branded animation introducing the series (e.g., "Transformation Journey: A Message from Leadership")• Closing Billboard: 5–10 seconds with logo, tagline, and optional call to action (e.g., "Together, We Transform")• Branded intro/outro animations• Subtitles for accessibility• Thumbnail images for internal platforms• Optional teaser clips for internal comms <p>Timeline- Videos to be short in not more than two days, plus one day of editing</p> <p>Additional notes: The Bank will assist with scripts. A more detailed brief will be shared with the winning bidder.</p>

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in USD Nostro.
- 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 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 valid Nssa Certificate.
6. At least three authentic trade references where goods of the same nature have been successfully delivered in the past three years.

SUBMISSION OF OFFERS/ QUOTATIONS

7. 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

- 8. 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	24/07/2025
Closing date	28/07/2025
Closing time	1000 hours