



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **MKTNG17/09/25/153**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for Q3 Roadshow Truck Hire – Q3 Brand Activation as per the annexure below:

ITEM DESCRIPTION	No. of Days
<p>Roadshow Truck Hire – Q3 Brand Activation (16–19 October 2025) - Provisionally</p> <p>Purpose-To drive awareness and engagement around the Bank’s products and services, including new account openings, by connecting directly with communities in Harare CBD, Epworth, Norton, and Mufakose. The roadshow aims to foster brand adoption through interactive experiences, entertainment, and informative sessions. Itinerary: 4 days from 16–19 October 2025 (Provisionally) (Harare CBD, Epworth, Norton and Mufakose)</p> <p>(Roadshows to be provided in Harare CBD, Epworth, Norton and Mufakose with a full day in each area, 8 AM-4:30PM) for Q2</p> <p>Roadshow Truck Requirements:</p> <p>15-tonne branded truck with:</p> <ul style="list-style-type: none"><li>• Digital display screens</li><li>• High-quality PA system</li><li>• Generator/power source</li><li>• Branded exterior and interior</li><li>• Own driver and fuel provision</li><li>• Minimum of three trained Activators</li><li>• Must have all required licences and documentation required to operate e.g ZINARA licence, Insurance etc</li></ul> <p>Support Logistics:</p> <ul style="list-style-type: none"><li>• Mobilisation vehicle for staff transportation</li></ul> <p>Personnel:</p> <ul style="list-style-type: none"><li>• MC and DJ to host and entertain</li><li>• At least three Activators fluent in local languages to engage communities</li><li>• All staff to be professional, energetic, and culturally sensitive</li></ul> <p>Compliance:</p> <p>Service provider to secure:</p> <ul style="list-style-type: none"><li>• Police clearances for all sites</li><li>• Censorship Board approvals for all venues</li><li>• Venue Clearance</li></ul> <p>Event Details:</p> <p>Dates: 16–19 October 2025 (Provisionally)</p> <p>Locations:</p>	4

<ul style="list-style-type: none"> <li>• Day 1: Harare CBD</li> <li>• Day 2: Epworth</li> <li>• Day 3: Norton</li> <li>• Day 4: Mufakose</li> </ul> <p>Daily Schedule: 8:00 AM – 4:30 PM</p> <p>Expected Outcomes:</p> <ul style="list-style-type: none"> <li>• Increased awareness of the Bank’s offerings</li> <li>• Community engagement and brand visibility</li> <li>• On-site facilitation of new account openings and product inquiries</li> </ul>	
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- **Bidders MUST to quote for both payment options i.e. Option 1 and Option 2**

**YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- **Option 1** : 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.
- **Option 2** : 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 signed trade references where 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 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>	17/09/2025
<b>Closing date</b>	<b>22/09/2025</b>
<b>Closing time</b>	<b>1000 hours</b>