



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **RFQ092025**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing and supply of Calenders with the following specifications:

ITEM DESCRIPTION	PRODUCT NAME/DESCRIPTION	QUANTITY
A1 Wall Calendar	Full Colour Printing, 200 GSM Gloss Art Paper, 1 Page Portrait, Rimmed at the top. - Mandatory Sample required for inspection	3,000
A2 Desk Calendar	12 pages, printed on bond paper, glued at the top, with corner pockets - Mandatory Sample required for inspection	1,000
A2 Desypad calendar	Rubber desk calendar printed full colour - Mandatory Sample required for inspection	200

- Only bidder that submit samples for inspection will be considered.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed 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

- Bidders must attach CR14 certificate – list of directors
- 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.
- Bidders must attach Value Added Tax Certificate
- Bidders must attach their valid ITF263 Tax clearance certificate.
- Bidders must attach valid Nssa Certificate.
- **Bidders must attach quotations with their company letters, contact numbers and email addresses.**
- At least three signed authentic trade references where deliveries of the same nature have been successfully delivered in the past three years.

SUBMISSION OF OFFERS / QUOTATIONS

1. Bids must be submitted electronically through the e-Government Procurement (e-GP) system which can be accessed through the website egp.praz.org.zw.
2. Late bids cannot be submitted

Posted date	29/10/2025
Closing date	03/11/2025
Closing time	1000 hours