



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **ADMIN23/01/26/11**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of Orange Plastic Mail seals to POSB HQ as per annexure below:

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1.	Security Mail strap seals (Dotlock) <ul style="list-style-type: none">- Seals equipped with a metal insert for greater security.- Colour: Orange- Embossed: Orange in POSB Logo- Length: 32cm and the tail width is 6mm x 1.8mm thickness- Packing: 1,000 in a carton	Each	10,000

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 prevailing willing buyer willing seller mid-rate 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 completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheet where applicable.

- Bidders must note that if they put more than one option only their main offer will be evaluated.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes 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 certificate – list of directors.
 2. Bidders must attach Value Added Tax Certificate
 3. Bidders must attach their valid ITF263 Tax clearance certificate.
 4. Bidders must attach their valid PRAZ registration certificate.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

- The bank will only be accepting electronic submissions forwarded by email. Bids must be endorsed with the above tender number and be sent only to the email address rfqs@posb.co.zw.
- **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	23/01/2026
Closing date	26/01/2026
Closing time	1000 hours