



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

**Procurement Ref #** ..... **ADMIN11/02/26/24**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of Genuine black toner cartridges as per annexure below:

Description	Quantity
- HP147A Genuine black toner cartridges (W1470A) (Yield - 10,500 pages) for HP Laserjet Enterprise MFP M636 printers. • <b>Please provide HP certification or partnership</b>	100

**NOTE: NO GENERIC CARTRIDGES OR REFILLS, ONLY GENUINE HP CARTRIDGES WILL BE ACCEPTED.**

### **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 amounts 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 note that if they put more than one option only their main offer will be evaluated.
- Bidders who have failed to fulfill their orders in the past one year will not be considered.

- Bidders with outstanding orders past their agreed delivery timelines 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 (VAT) Certificate
  3. Bidders must attach their valid ITF263 Tax clearance certificate.
  4. Bidders must attach their valid PRAZ registration certificate for the relevant category.
  5. Bidders must attach their valid NSSA certificate.
  6. Bidders must attach their proof of valid HP Dealership/certification from O.E.M.
  7. Bidders must attach at least 3 written and signed trade references of similar supplies (computer consumables) dated not more than 3 years.
  8. Bidders must attach their quotation on company letterhead with full company details.
- **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](mailto:rfqs@posb.co.zw).
- **NB Offers not received by 11:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

<b>Posted date</b>	11/02/2026
<b>Closing date</b>	<b>13/02/2026</b>

<b>Closing time</b>	<b>1100 hours</b>
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