



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **HR06/02/26/20A**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Purchase of teas and beverages to POSB HQ as per annexure below: -

No	Description	Unit of Measure	Qty
1.	Everyday Milk powder 400g	Each	700
2.	2kg Brown Sugar	Each	250
3.	Pure Rooibos tea bags, 200grams	Each	100
4.	Tanganda Tea bags, 200grams	Each	100
5.	Ricoffy 250g	Each	50
6.	Nestle Hot Chocolate 500g	Each	100

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 willing buyer willing seller mid-rate prevailing 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 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 CR14 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

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
2. NB Offers not received by 11:00 hours on the closing date SHALL be treated as late tenders and will not be considered

Posted date	16/02/2026
Closing date	18/02/2026
Closing time	1100 hours