



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **RFQ2026/174**.....

Tender ID : **53626**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of cartridges to POSB HQ of the following:

Description	Unit of measure	Quantity
1. Samsung 358S Black Toner Cartridge (MLT-D358S)	Each	30
2. 59A Black LaserJet Toner Cartridge CF259A	Each	50

NOTE: NO GENERIC CARTRIDGES OR REFILLS, ORIGINAL HP AND SAMSUNG CARTRIDGES ONLY

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 must be clearly stated and shall be strictly after delivery. POSB will not consider any request for upfront payment unless the supplier provides an advance payment guarantee for amounts exceeding 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 that have exceeded their agreed delivery time frames will not be considered.

- Bidders who have failed to fulfil their orders within the past 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. Bidders must submit three signed and verifiable trade references demonstrating successful delivery of similar goods within the past three years.
 7. Bidders must attach a quotation that matches the bid price submitted on the EGP system.
 8. Bidders must provide valid proof of HP or Samsung certification for the specific cartridge type quoted
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

- **Bids must be submitted electronically through the PRAZ e-Government Procurement (e-GP) system accessible through the website egp.praz.org.zw.**
- **Late bids cannot be submitted.**

Posted date	14/03/2026
Closing date	18/03/2026
Closing time	1100 hours