



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # .....RFQ2026/49.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of A4 bond paper to POSB HQ as follows:

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1.	A4 white bond paper (500 sheets per ream) 80gsm	Ream	2000

### **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 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.

- Prices must be inclusive of VAT.

**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 at least 3 written and signed trade references of similar supplies (stationery items) dated not more than 3 years.
  7. Bidders must attach their quotation on company letterhead with all contact details.
- **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 which can be accessed through the website [egp.praz.org.zw](http://egp.praz.org.zw).
- Late bids cannot be submitted.

<b>Posted date</b>	02/03/2026
<b>Closing date</b>	<b>04/03/2026</b>
<b>Closing time</b>	<b>1100 hours</b>