



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # RFQ2026/49

Tender ID : [64205](#)

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

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1	Post-It pads (76mm x 38mm 100 sheets per pad multicolour)	Each	500
2	Flat file Code 152-7C -2/5 Cut tabs legal size	Each	1000
3	Accessible Files Code 152 – 5C 2/5 Cut, legal size	Each	1000
4	Staple remover	Each	100
5	AAA batteries ultra-alkaline	Each	200
6	AA batteries ultra-alkaline	Each	200
7	5 Way surge protectors – AC110-250V50/50Hz-2 USB Ports	Each	50
8	Heavy duty stapler, Code KW-trio 050SA	Each	20
9	Heavy duty Puncher, Code KW-trio 09670	Each	20
10	Medium stapler, code 05860	Each	100

- **We reserve the right to reject substandard items.**
- **Bidders must state the brands they are quoting.**

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.
 5. Bidders must attach their valid NSSA certificates
 6. Bidders must attach a minimum of 3 authentic written trade references of similar supplies in the immediate past three years.
- **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.**
- **Late bids cannot be submitted.**

Posted date	24/04/2026
Closing date	29/04/2026
Closing time	1100 hours