



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **POSB2026/130**

Tender ID : 68510.

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Printing and supply of Annual report as per the annexure below:

ITEM DESCRIPTION	Quantity
<p>Printing of a full colour A4 plus Annual report</p> <ul style="list-style-type: none">• 100 (estimate pages) including covers as follows.- 96 inside pages- Text and images to be printed full colour back-to-back on 150gsm matte for inside pages.- Perfect bound with copy on the spine• 4 pages – Cover- Printed full colour back-to-back on 250 gsm with high quality gloss laminate on the front and back outer covers. <p>Print ready artwork will be provided.</p>	250
<p>1. Bidders required to submit samples of Annual report they have supplied and printed elsewhere for inspection.</p> <p>2. Bidders to submit 2 copies samples before printing of final copies</p>	

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in USD Nostro.
- 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 CR6 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 attach Quotation in the Bid submission section
7. 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

8. Bids must be submitted electronically through the e-Government Procurement (e-GP) system which can be accessed through the website egp.praz.org.zw.
9. Late bids cannot be submitted

Posted date	13/05/2026
Closing date	18/05/2026
Closing time	1100 hours