



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **POSB2026/129**.....

1. Background

POSB intends to participate in the 2026 ADMA Agricultural Show and seeks to appoint a service provider for the turnkey design, fabrication, installation, and dismantling of an innovative exhibition stand. The exhibition attracts key stakeholders across the agricultural value chain, including farmers, agribusinesses, equipment suppliers, exporters, and financial institutions, making it a strategic platform for brand visibility, customer engagement, and business development.

The Bank therefore invites comprehensive proposals under the Fixed Budget Method of Procurement for a modern, high-impact exhibition concept that aligns with the Bank's agribusiness positioning and brand standards. POSB's stand is a 10m x 15m stand located at E15.

2. Objective

The objective of the assignment is to develop a visually impactful, modern, and interactive exhibition stand that:

- Positions POSB as a key financial partner within the agricultural value chain.
- Showcases the Bank's agribusiness financing solutions and transactional capabilities.
- Enhances customer engagement and lead generation during the exhibition.
- Delivers strong visibility and brand differentiation within a highly competitive and crowded exhibition environment.

3. Scope of Work

The successful bidder shall provide a complete end-to-end solution covering:

- Creative concept development
- 3D stand design and renderings
- Fabrication and installation
- Branding and graphic production
- Furniture and décor

- Lighting and audiovisual equipment
- Interactive engagement activities
- Dismantling and post-event clearance

4. Concept Requirements

The proposed concept must be modern, creative, premium, and aligned with current global exhibition trends. Traditional white marquee/tent concepts will not be considered.

The stand should prominently showcase POSB's agricultural and business financing solutions, including:

- Agribusiness Solutions: Transactional accounts, Working capital facilities, Order finance, Capital expenditure financing, Export facilitation solutions, Asset and Equipment Financing e.g tractors, pivots, tech like drones and farming equipment and mechanization solutions
- Title deeds registration and Mortgage facilities supporting title regularisation
- Retail banking: Mastercard, International remittances, MSME and individual loans
- Mortgage Finance among other products.

The design must effectively integrate and accommodate two tractors that will be displayed at the stand.

5. Functional and Design Requirements

The stand should include:

- Customer Engagement Areas
- Interactive and engaging activities such as: Board games, Customer challenges and Interactive experiences that drive traffic and participation
- Seating and Hospitality
- High sitting arrangements
- Low sitting/lounge seating
- Reception/exhibition counters
- Space accommodating at least 30 seated guests for stakeholder hosting and cocktail functions
- Audio Visual and Branding
- Screens/audio visual equipment for adverts and presentations
- High-quality lighting and aesthetics
- Banners, branding material, and all related display accessories

Design and Aesthetic Direction

The overall setup should:

- Reflect innovation, professionalism, and brand excellence
- Maximise visibility in a crowded exhibition environment
- Incorporate POSB corporate colours: Orange, White, Black and Grey
- Blend agricultural-themed props and accessories without losing the identity of POSB as a modern financial institution

Installation quality must be of the highest standard, with a clean, polished, and premium finish.

6. Deliverables

The proposal should include:

- Concept narrative
- 3D renders/views of the proposed stand
- Detailed breakdown of deliverables
- Production and installation timelines
- Bill of quantities/cost breakdown

7. Evaluation Criteria

Proposals will be evaluated based on:

- Creativity and innovation of the concept
- Alignment with the brief and brand positioning
- Practicality and functionality of the setup
- Visual impact and customer engagement potential
- Quality standards
- Experience and previous work
- Ability to deliver within the fixed budget

8. Submission Requirements

Interested bidders should submit comprehensive proposals including technical and financial details demonstrating their ability to deliver the assignment within the stipulated budget and timelines.

NB: Brand Guidelines Will Be Provided and Product Artwork Will Be Provided For Simulation.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment 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 are therefore required to submit a comprehensive turnkey proposal whose concept, fabrication, installation, logistics, accessories, and related deliverables fully fit within the stated budget.
 7. Previous similar work/portfolio (at least three projects accompanied by authentic and signed reference letters from the client) .
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

1. 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	25/05/2026
Closing date	28/05/2026
Closing time	1100 hours