



*Simply Possible*

## OFFICIAL REQUEST FOR QUOTATION

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

Tender ID : **72443**

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Purchase of Marketing Giveaways to POSB HQ as per specifications below:

Description	Unit of measure	Qty
<b>1. Prim Desk Ball Pen (PEN-1673)</b> <ul style="list-style-type: none"><li>- 14cm plastic ballpoint pen</li><li>- 7mm x 55mm branding area</li><li>- Material: Plastic body and base</li><li>- Features: Attached to a prism-shaped base via a plastic coil cord</li><li>- Ink: Black, high quality German Ink</li><li>- Branding: POSB logo and text in full colour branding</li><li>- Weight; Approximately 0.02kg</li></ul>	Each	2,000
<b>2. Toiletry Bags: Hoppa</b> Isabella Neoprene Maxi Cosmetic bag <ul style="list-style-type: none"><li>- Branding custom design sublimation</li><li>- Colour: custom print</li><li>- <b>As per sample picture on page 3</b></li></ul>	Each	150
<b>3. Tote Bags</b> :custom made tote bag. <ul style="list-style-type: none"><li>- Material: Woven rafia fabric</li><li>- Features: Handheld or shoulder strap with a zipper</li><li>- Colour: 2 tones, blue and white.</li><li>- Branding type: Embroidery, 2 positions</li><li>- Measurements: Height 28cm, width 42cm, thickness 14cm</li><li>- <b>As per sample picture on page 3</b></li></ul>	Each	100

**Samples of items 1, 2, and 3 must be submitted for inspection for the bid to be considered.**

### **YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:**

- The applicable currency – Bidders must submit their bids in USD and payment will be processed in ZWG 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 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 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 attach quotations with their company letters, contact numbers and email addresses.
7. At least three signed authentic trade references where deliveries of the same nature have been successfully delivered in the past three years.

**SUBMISSION OF OFFERS / QUOTATIONS**

1. Bids must be submitted electronically through the e-Government Procurement (e-GP) system which can be accessed through the website [egp.praz.org.zw](http://egp.praz.org.zw).
2. Late bids cannot be submitted

<b>Posted date</b>	01/06/2026
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Closing date	05/06/2026
Closing time	1100 hours

Toiletry Bag



Tote bags

