



*Simply Possible*

**OFFICIAL REQUEST FOR QUOTATION**

**Procurement Ref #** ..... **RFQ2026/139**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery to POSB HQ of digital phones with the following specifications.

ITEM DESCRIPTION	QUANTITY
<b>Panasonic KX-DT321 Digital phones</b> <ul style="list-style-type: none"><li>• Handsfree Speakerphone,</li><li>• 1-Line Back Lit Display and 8 Programmable Keys</li><li>• 4-Direction Key</li><li>• Full Duplex Speakerphone</li><li>• 2 Step Tilt Angle</li><li>• Wall Mount Option</li><li>• Digital Extra Device Port (DXDP)</li><li>• Headset Jack</li></ul>	2

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

- **The applicable currency – to be quoted in USD of which payment will be processed in local ZWG currency using the willing buyer willing seller mid-rate prevailing 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 amounts 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 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.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- 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 for the relevant category.
  5. Bidders must attach their valid NSSA certificate
  6. Bidders must attach three authentic written and signed trade references of similar successful deliveries (telephone handsets, switchboards, PBX systems and related equipment) dated not more than five years on 'Ability to carry out the project - Attach relevant experience'.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

**SUBMISSION OF OFFERS/ QUOTATIONS**

7. 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).
8. Late bids cannot be submitted.

<b>Posted date</b>	03/07/2026
<b>Closing date</b>	08/07/2026
<b>Closing time</b>	1100 hours