



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **RFQ2026/40**.....

The People's Own Savings Bank (POSB) invites your company to submit a firm offer for the Supply of audio-visual equipment for the Exporters Seminar, as per the annexure below:

Schedule date: 10 September 2026

Venue: Cresta Lodge Harare

Duration: Full day event

ITEM DESCRIPTION –	Qty
HD LED screen measuring 3m x 3.5m with trussing and cabling (Mounting and dismounting plus technician)	1
PA System with wireless mics and audio mixer	4 Mics
Standalone kiosks interactive display screens, portrait, 2mx1m	6

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 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 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. At least three trade references were works of the same nature (audio-visual equipment hire) have been successfully delivered in the 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

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.
2. Late bids cannot be submitted.

Posted date	18/08/2026
Closing date	21/08/2026
Closing time	1100 hours