



OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # RFQ2026/63.....

Tender ID : 98053

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Purchase of teas and beverages to POSB HQ as per annexure below: -

No	Description	Unit of Measure	Qty
1.	Everyday Milk powder 400g	Each	700
2.	Pure Rooibos tea bags, 200grams	Each	100
3.	Tanganda Tea bags, 200grams	Each	100
4.	Nescafe 200g	Each	50
5.	Ricoffy 250g	Each	50
6.	Nestle Hot Chocolate 500g	Each	100

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in Local ZWG.
- 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 authentic trade references where goods of the same nature (teas and beverages) 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.
2. Late bids cannot be submitted

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