



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref #RFQ2026/21.....

TENDER ID:.....111906.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the following:

- **Provision of staff wellness and Team Building retreat focusing on wellbeing, communication, collaboration, stress management and relationships with 5D's Methodology approach that is discover, design, deploy, debrief and develop.**
- **Format Weekend treat**
Friday late afternoon - Wellness Block
Saturday-Team Building
Sunday – Departure and integration
- **Number of workshops – 2**
- **Number of staff members per workshop - 100**

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 should provide for payment after delivery. POSB shall not consider requests for upfront cash payments unless an advance payment guarantee has been provided by the supplier for payments exceeding USD 20,000.00, or the equivalent amount in other currencies.
- Validity period of quotation to be a minimum of 30 days.

- Bidders must state completion time/ 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 past one year will not be considered.
- Value added tax must be included in the quotation.

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 PRAZ certificate for the relevant category.
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
 5. Bidders must attach valid NSSA certificate.
 6. Bidders must attach their company profile.
 7. Bidders must attach CVs of the facilitators.
 8. Bidders must attach a minimum of three written and signed trade references for similar works (provision of wellness and team building programs) dated within the last five years.
 9. Bidders must attach their quotation and proposal on company letterhead with all contact details including their understanding of the assignment, methodology, technical approach and proposed program.
- **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 PRAZ 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	02/10/2026
Closing date	07/10/2026
Closing time	1100 hours