



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **RFQ2026/49**

TENDER ID : 114522

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of General Office Stationery to POSB HQ as per annexure below:

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1.	Code 54 filing boxes (archival)	Each	1,000
2.	Self Adhesive lables (64mm x 41mm)	Rolls	200
3.	Lever Arch Files large	Each	1,000
4.	Short hand note books 50 sheets bond	Each	500
5.	Fake note detector pens	Each	500
6.	Office staples 5,000 Grampos 26/6 (no Kian) bidders to provide samples.	Each	1,000
7.	Accessible Files Code 152 – 5C 2/5 Cut, legal size (laminated)	Each	1,000
8.	Flat file Code 152-7C -2/5 Cut tabs legal size (laminated)	Each	1,000

- **We reserve the right to reject substandard items.**
- **Bidders must state the brands they are quoting.**

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 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 only for payments 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 must note that if they put more than one option only their main offer will be evaluated.
- 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.
- 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 ITF263 Tax clearance certificate.
 4. Bidders must attach their valid PRAZ registration certificate.
 5. Bidders must attach their valid NSSA certificates
 6. Bidders must attach a minimum of 3 authentic written and signed trade references of similar supplies (stationery) dated not more than three years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

- **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.**
- **Late bids cannot be submitted.**

Posted date	09/10/2026
Closing date	14/10/2026
Closing time	1100 hours