OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # …….. POSB2026/139……

Tender ID: 128458

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing and supply of Calenders with the following specifications:

ITEM DESCRIPTION	PRODUCT NAME/DESCRIPTION	QUANTITY
A1 Wall Calendar	Full Colour Printing, 200 GSM Gloss Art Paper, 1 Page Portrait, Rimmed at the top.	4,000
A2 Desk Calendar	12 pages, printed on bond paper, glued at the top, with corner pockets	1,500
A2 Deskpad calendar	Rubber desk calendar printed full colour	200
Bidders required to submit samples for items 1,2 & 3 for inspection for the bid to be considered		

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – Bidders must submit their bids in USD and payment will be processed USD Nostro.
- 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

- Bidders must attach CR6/14 certificate – list of directors
- 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.
- Bidders must attach Value Added Tax Certificate
- Bidders must attach their valid ITF263 Tax clearance certificate.
- Bidders must attach valid Nssa Certificate.
- **Bidders must attach quotations with their company letters, contact numbers and email addresses.**
- At least three signed, dated and stamped authentic trade references where deliveries of the same nature (printing services/Calenders) 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	24/11/2026
Closing date	**27/11/2026**
Closing time	**1100 hours**