OFFICIAL REQUEST FOR QUOTATION

Tender ID: 123541

Procurement Ref: ..... POSB2026/139 .....

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply and delivery of Local purchase order books to POSB HQ of the following.

Item	Description	Qty
Local Purchase Order books	Size – A4 Pads of 50 sheets x 4 To be padded from the top Board bottom cover with a flap to prevent overwriting. Paper - NCR paper printed in quadruplicate. 1st copy – White 2nd copy – Pink 3rd copy – green 4th copy – White Printed in two colours black and orange. All pages to be numbered. To be shrink wrapped in packs of 5 pads	20 books

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – to be quoted in US dollars of which payment with be processed in ZWG using the prevailing Midrate rate of the willing buyer willing seller at 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 completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheets where applicable.
- 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.
- Bid submission from bidders that attend the compulsory site visit will 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 Value Added Tax Certificate
3. Bidders must attach their valid ITF263 Tax clearance certificate.
4. Bidders must attach their PRAZ Certificate.
5. Bidders must attach valid NSSA Certificate.

6. Bidders must attach 3 authentic signed reference letters of supplies of a similar nature in the past 3 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. NB Offers not received by 11:00 hours on the closing date SHALL be treated as late tenders and will not be considered.
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Posted date	06/08/2024
Closing date	10/08/2024
Closing time	1100 hours