OFFICIAL REQUEST FOR QUOTATION

TENDER ID : 123571

Procurement Ref # ……POSB2026/139……

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the Supply and Delivery of Marketing Posters and Banners

ITEM DESCRIPTION	QUANTITY
A1 posters in aluminum snapper frames	4
Pull-up banners	4
Pinpoint Banners	4
Tube Directional banners	2
Telescopic Banners	6
Tent Cards	6

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 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 included on quotations.

Bidders must also submit the following documents

1. Bidders must attach CR14 certificate – list of directors
2. Bidders must attach their valid 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. Bidders must attach a quotation that matches the bid price submitted on the EGP System.
7. Bidders must attach at least three trade references where works of the same nature have been successfully delivered in the past three years.

- **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 accessible through the website egp.praz.org.zw.**
2. **Late bids cannot be submitted.**

Posted date	06/11/2026
Closing date	**10/11/2026**
Closing time	**1100hours**