OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ……. RFQ2026/146……

Tender ID : 124804

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

ITEM DESCRIPTION		Unit of Measure	QTY
Feature	**Specification**	Each	100
Model	KX-TS500MX		
Type	Corded analog telephone		
Dialing	Tone/Pulse		
Redial Memory	Last number		
Ringer Control	High / Low / Off		
Mounting	Desk or wall		
Color Options	Usually White or Black		

- **We reserve the right to reject substandard items.**

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 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 sheet 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.
- 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 valid PRAZ registration certificate.
5. Bidders must attach their valid NSSA certificates
6. Bidders must attach a minimum of 3 authentic written trade references of similar supplies in the immediate 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

- **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	11/11/2026
Closing date	**13/11/2026**
Closing time	**1100 hours**