OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # …….. RFQ2026/174……

Tender ID : 128464

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the supply and delivery of cartridges to POSB HQ of the following:

Description	Unit of measure	Quantity
1. HP26A (CF226A) Genuine black toner cartridges - Yield of 3,100 pages	Each	50
2. 280A (CF280A) Genuine black toner cartridges - Yield of 2,700 pages	Each	50

NOTE: NO GENERIC CARTRIDGES OR REFILLS ONLY ORIGINAL HP WILL BE ACCEPTED

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 must be clearly stated and shall be strictly after delivery. POSB will not consider any request for upfront payment unless the supplier provides an advance payment guarantee for amounts exceeding 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 that have exceeded their agreed delivery time frames will not be considered.

- Bidders who have failed to fulfil their orders within the past year 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 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.
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 submit three signed, dated and stamped and verifiable trade references for the successful delivery of similar goods (printer Cartridges) within the past three years.
7. Bidders must provide verifiable valid proof of HP Amplify Membership Certificate

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

Posted date	24/11/2026
Closing date	**27/11/2026**

Closing time	**1100 hours**