OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # ..... RFQ2026/49 .....

Tender ID : 124741

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

Qty	ITEM DESCRIPTION	Unit of Measure	QTY
1	Arch Lever files large	Each	500
2	A5 Shorthand notebooks, 144 pages	Each	500
3	Self-Adhesive labels 76mm x 38 mm	Each	200
4	A4 Document wallet PV	Each	100
4	Purple Pens	Each	100
5	Stickstuff large -code SSBS03	Each	100
6	Scissors -code 5XX05	Each	100
7	Thimblets	Each	100

- **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**