OFFICIAL REQUEST FOR QUOTATION

Procurement Ref: ……RFQ2026/95 ……

Tender ID : 124733

People's Own Savings Bank (POSB) invites your company to make a firm offer for the printing, supply, and delivery of stationery to POSB HQ as per the specifications below.

Item	Description	Qty
POSB Deposit Slips	**POSB Deposit Slips** 210mm x 100mm Two colour Deposit slips printed on one side in speed sets of 2 on NCR paper To be shrink wrapped in packs 1000	400,000
Date Stamp Impression	Printed one side in black on white newsprint paper Quarter bound on the left side Trimmed to size 290mm x210mm Duplex board covers printed one colour on the top in black 100 sheets per book	100
Attendance Registers	Printed back-to-back in black on white newsprint paper Quarter bound on the left side Trimmed to size 290mm x210mm Duplex board covers printed one colour on the top in black 100 sheets per book	100
A4 Letterheads	Size - A4 size printed one side only. Colour - 2 colours black and orange on 80gsm bond white paper. To be shrink wrapped in packs of 500. Each pack to have 5 bundles/straps of 100sheets.	100,000
Payment Vouchers	Size – 220 x 140mm Books of 100 sheets x 2 to make 200 sheets. Parts – Duplicate Paper – NCR paper top copy	200

	white and bottom copy green (To confirm grammage) Ink – Both copies printed 2 colours black and orange. Features – Both copies printed one side only. - Book is numbered. - Quarter bound on the left side. - Top copy is perforated on one side. Bottom copy fast copy	
CIT Handover & Takeover Books	Size – 145mm x 200mm 100 Sheets x 2 to make them 200 including duplicates Numbered Printed one colour on NCR self-carbonated paper Top cop perforated (detachable) Quarter bound on the left side Manilla covers and bottom covers foldable to prevent overwriting on other copies.	200

YOU OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **Bidders must submit their bids in USD of which payment with be processed in 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 who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding purchase order past the delivery timeframe will not be considered.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- 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 provide three signed authentic trade references where goods of the same nature have been successfully delivered in the past three years.
7. Bidders must attach a quotation with matching bid prize submission on EGP.

- **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**