

Request for Quotation:

ZIMRA RFQ156/2024



DATE OF ISSUE: 14 ~~07~~ AUGUST 2024

A handwritten signature in black ink, appearing to be 'J. Mupfema', is written over the date.

CLOSING DATE: 16 ~~12~~ AUGUST 2024 AT 1700 HOURS

NOTE

PRAZ REGISTRATION FOR THE CATEGORY BEING TENDERED FOR IS A PRE - REQUISITE

PRAZ CATEGORY CG008: CORPORATE GIFTS

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the **banners, Name Holders and Flags** as shown on the Specification of goods sheet.

1. Required is the Price Quotation on **your official signed and dated letterhead**.
2. The Procurement Management Unit (PMU) must receive your Price Quotation by ¹⁶~~12~~ August 2024 @1700hrs. *J. Tarume*
3. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and it is rejected
4. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
5. Prices should be quoted in both USD and local currency as per SI 185 of 2020. Bidders should indicate whether they charge/ do not charge VAT on their prices.
6. **Bidders shall submit their bids electronically to prqs@zimra.co.zw** PRAZ eGP
7. **Physical or Hard copies submission will not be acceptable except for Samples where necessary.**
8. An order/contract will be placed with the bidder who offers the lowest price quotation, which complies with the attached specifications and the conditions of this Request for Quotations.
9. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
10. For further information, contact the undersigned on telephone no. +263242 706565 or procurement@zimra.co.zw
11. Additional information Required from Bidders:
 - Proof of registration with PRAZ indicating category which the company is registered for.
 - A current and valid tax clearance certificate
12. **Bidders to quote their PRAZ Registration Number on their proposals and submit proof of Valid Certificate for the category they are participating, failure to which will result in automatic disqualification.**
13. Bidders must attach the following documentation on the quotation on submission:
 - Certificate of Incorporation
 - CR14 (now CR6 under the new act) and CR6 (now CR5 under the new act)
 - Company Profile
 - Proof of registration with PRAZ and a Valid NSSA Certificate
14. Expected delivery period is 30 days from Purchase Order issue date. Bidders must state their delivery period and failure to deliver within the stated delivery timeline will result in cancellation of the Purchase Order and records will be kept and sent to the regulator (PRAZ).
15. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: *J. Tarume*

J. TARUME (PROCUREMENT MANAGEMENT UNIT)

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GOODS/SERVICE SHEET

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Wide format backdrop banners	Ea.	2		
2	S-Banners	Ea.	6		
3	Miniature Flags (African Flags)	Ea.	108		
4	Flags (Normal Size)	Ea.	54		
5	Name Holders (for 54 countries to be placed on tables)	Ea.	60		
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

Delivery: Above items and Invoices to be delivered to the following final destination(s):

Delivery: Above soft copy and Invoices to be delivered to the following final destination(s):

Deliver to Zimbabwe Revenue Authority, Corporate Affairs; 9th Fl. ZB Centre; Harare.

To be signed by the firm

Annex III

FORM OF CONTRACT AGREEMENT

NOTE

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THIS AGREEMENT number _____ made on _____, __, between _____ (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for **the supply and delivery of ---** ----- to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ [in words] (_____) [in figures] hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Copy of Quotation including Technical and Price Schedule
 - b) Schedule of Requirement
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the Laws of Zimbabwe on the date indicated above.

Signature and seal of the Purchaser:

Signature and seal of the Supplier:

For and on behalf _____

For and on behalf of _____

Name of Authorized Representative _____

NOTE

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PARTICIPATING AFRICAN COUNTRIES (FOR NAMES & HOLDERS)

1.	Zimbabwe
2.	Zimbabwe
3.	Zimbabwe
4.	Zimbabwe
5.	Zimbabwe
6.	Zimbabwe
7.	Togo
8.	RILO
9.	RILO
10.	RILO
11.	SADC TWIX
12.	ROCB
13.	RILO WE
14.	RILO CA
15.	RILO WA
16.	Interpol
17.	Interpol
18.	Inter Trade Centre
19.	Angola
20.	Botswana
21.	Botswana
22.	Burundi
23.	Comoros
24.	Ethiopia
25.	Kenya
26.	Lesotho
27.	Madagascar
28.	Malawi
29.	Mozambique
30.	Namibia
31.	Rwanda
32.	South Africa
33.	Seychelles
34.	Tanzania
35.	Uganda
36.	Zambia
37.	Angola
38.	Algeria
39.	Benin

40.	Burkina Faso
41.	Nigeria
42.	Cameroon
43.	Chad
44.	DRC
45.	Cote d'Ivoire
46.	Djibouti
47.	Equatorial Guinea
48.	Eritrea
49.	Eswatini
50.	Gabon
51.	Gambia
52.	Somalia
53.	Sierra Leone
54.	South Sudan

FOR FLAGS (2 FLAGS PER COUNTRY)

1. Algeria
2. Angola
3. Benin
4. Botswana
5. Burkina Faso
6. Burundi
7. Cabo Verde
8. Cameroon
9. Central African Republic (CAR)
10. Chad
11. Comoros
12. Congo, Democratic Republic of the

13. Congo, Republic of the
14. Cote d'Ivoire
15. Djibouti
16. Egypt
17. Equatorial Guinea
18. Eritrea
19. Eswatini
20. Ethiopia
21. Gabon
22. Gambia
23. Ghana
24. Guinea
25. Guinea-Bissau
26. Kenya
27. Lesotho
28. Liberia
29. Libya
30. Madagascar
31. Malawi
32. Mali
33. Mauritania
34. Mauritius
35. Morocco
36. Mozambique
37. Namibia
38. Niger
39. Nigeria
40. Rwanda
41. Sao Tome and Principe
42. Senegal
43. Seychelles
44. Sierra Leone
45. Somalia
46. South Africa
47. South Sudan
48. Sudan
49. Tanzania
50. Togo
51. Tunisia
52. Uganda
53. Zambia
54. Zimbabwe