

CATEGORY: CONSULTANCY SERVICES

**Request for Quotation:
RETENDER ZIMRA RFQ299/2023
FUMIGATION DR SITE**



ZIMRA
Zimbabwe Revenue Authority

DATE OF ISSUE: 26 OCTOBER 2023

CLOSING DATE: 30 OCTOBER 2023 AT 1700 HOURS

NOTE

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

CATEGORY: CONSULTANCY SERVICES

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for Fumigation & Pest Control @ DR Site at Kensington 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 27 October 2023 @1700hrs.
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 & Terms of Reference and then 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 rfqs@zimra.co.zw**
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 5 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- Line item basis or total items whichever is economic to ZIMRA

Signed: 

J. TARUME: ZIMRA PROCUREMENT MANAGER

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GOODS/SERVICE SHEET

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Baiting and Fumigation @ ZIMRA DR Site for one year. Frequency : Quarterly bases. Structure : 7 Roomed house Measurements : 3.5m ² each room	Ea.	4		
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

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

Deliver to: Zimbabwe Revenue Authority, 61-63 Plymouth Road, Enfield Complex, Southerton, Harare.

To be signed by the firm

Annex III

FORM OF CONTRACT AGREEMENT

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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 _____

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INTERNAL REQUEST FOR THE SUPPLY OF GOODS/SERVICES

To: Head Administration /Procurement Manager / HR & Administration Manager / Administration

Officer / Administration Assistant /Procurement Assistant

Requisitioner Information

Date: 22.09.2023

Requisitioner: Goda N

Division/Department: Administration

Tel/Cell: 0712618120

Delivery Location: Kurima

Cost Centre: 411000

QTY	QUANTITY	UNIT OF MEASURE	ITEM DESCRIPTION	ESTIMATED COST USD @bank rate
1		ea	Request for fumigation services and pest control at OR site Kensington. The services are required at least once per quarter for the period October 2023 to September 2024.	\$500.00

a) DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED

b) QUOTATIONS SOURCED FROM THE FOLLOWING SUPPLIERS:

c) CONFIRMATION OF AVAILABILITY OF FUNDS

Confirmed S Chivandwe se 220923

APPROVED BY: COMMISSIONER / DIRECTOR/ HEAD OF SECTION/ STATION MANAGER

T. Khendembani

[Signature]

22/09/2023

NAME

SIGNATURE

DATE