

**ZIMBABWE REVENUE AUTHORITY  
COMMISSIONER GENERAL**



WRITE TO:  
THE COMMISSIONER GENERAL  
ZIMBABWE REVENUE  
AUTHORITY  
PO BOX 4360  
CAUSEWAY  
HARARE

TELEPHONE:  
+263-4-736111  
FAX:  
+263-4-707400  
TELEGRAPHS:  
HARARE

CALL AT:  
RECEPTION  
1<sup>ST</sup> FLOOR KURIMA HOUSE  
NELSON MANDELA AVE  
HARARE

IN REPLY PLEASE  
QUOTE:  
  
REF: NO.  
ZIMRA RFP 08/2021

April 28, 2021

**To All Participating Bidders**

**RE: ADDENDUM NO. 1 TO ZIMRA DOMESTIC TENDER NO. NCB 08/2021 FOR THE SUPPLY & DELIVERY OF VARIOUS TONER CARTRIDGES CLOSING APRIL 30, 2021 AT 1000HRS.**

Reference is made to the ZIMRA Domestic Tender No. NCB 08/2021, with a closing date of April 30, 2021 as advertised in the Sunday Mail and Sunday News of April 04, 2021 and ZIMRA website.

**Please take note of the following changes and additional information on:**

- i. The required quantities which shall be supplied on a Call-Off Order (*see key notes to the List of Goods & Price Schedule*) and;
- ii. Duration of the contract:

**Part 1: Bidding Procedures**

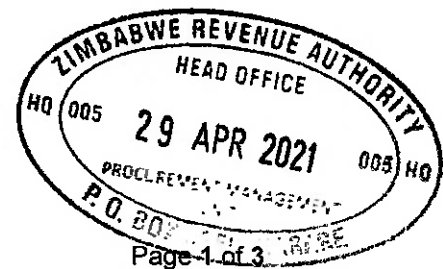
**Preparation of Bids**

You are requested to bid for the supply & delivery of toner cartridges as specified in the Statement of Requirements, by completing and returning the following documentation:

1. Proof of HP Accreditation or current dealership is mandatory.

**Part 2: Statement of Requirements**

*The quantities for the specific requirements shall be determined through Call-Off orders as may be determined by the Zimbabwe Revenue Authority (ZIMRA) based on the signed contract.*



**List of Goods and Price Schedule**

Currency of Bid.....

Lot	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup> [to be provided by the Bidder]	Total Price <sup>4</sup> [to be provided by the Bidder]
1	LaserJet HP 608DN (CF237A)- Black	250		
2	LaserJet HP528 MFP ( CF 289A) - Black	250		
3	LaserJet HP 635 MFP 147A-Black	250		

**Key Notes:**

1. Award shall be made on a lot by lot basis.
2. Contract award shall be limited to at most two (2) lots per bidder.
3. Award of one lot should not be conditional to the award of another one.
4. Bidders must indicate the lots being tendered for and failure to indicate will lead to automatic disqualification.
5. The tender quantities shall be supplied on a Call - Off order arrangement.
6. Successful bidder shall raise a tax invoice for the delivered quantities as and when asked to make a supply.

**Disclaimer:** The quantities indicated hereon are anticipated to be utilised during the duration of the contract. However, lower quantities may be expended whereas ZIMRA shall not be alleged to be in breach of the contract.

**Delivery Schedule:**

{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

Lot	Description of Goods	Quantity	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
			[Completed by Procuring Entity]	{to be provided by the Bidder}
1	LaserJet HP 608DN (CF237A)- Black	250	4 weeks	



2	LaserJet Hp528 MFP ( CF 289A) –Black	250	4 weeks	
3	LaserJet HP 635 MFP 147A-Black	250	4 weeks	

The expected delivery period is **four (4) weeks** for the initial Call-Off order and is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

**Changes of the Duration of the Contract:**

1. The delivery period for the required quantities shall be spread over a period of one (1) year.

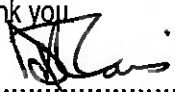
**Change of the Closing Date:**

The closing date has been changed to **May 07, 2021 @1000 Hours (CAT)** to allow bidders to adjust their bids.

**NB:** All the other requirements in the bidding document remains unchanged.

**Any inconveniences caused sincerely regretted.**

Thank you

  
 T. SHONHIWA  
 DIRECTOR, PROCUREMENT

