

**ZIMBABWE REVENUE AUTHORITY
COMMISSIONER GENERAL**



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RECEPTION
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IN REPLY PLEASE
QUOTE:

REF: NO.
ZIMRA NCB 16/2021

July 07, 2021

To All Participating Bidders

ADDENDUM NO. 1 TO ZIMRA DOMESTIC TENDER NO. NCB 16/2021 FOR THE SUPPLY & DELIVERY OF PRINT MATERIAL CLOSING JULY 15, 2021 AT 1000HRS.

Reference is made to the ZIMRA Domestic Tender No. NCB 16/2021, with a closing date of July 15, 2021 as advertised in the Sunday Mail and Sunday News of June 18, 2021 and ZIMRA website.

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

Questions 1: Desk Calendars

Kindly advise the breakdown of quantities required as there are two sizes indicated i.e. **A2 and A1** (Total 350). How many A2 and how many A1

Answer: Thank you for the observation. Kindly be advised that for desk calendars the size should be A2 size whilst the quantity is 350. Disregard the A1 size narrative.

Question 2: Executive Notebooks

Kindly Advise if the B5 Notebooks are to be wiro-bound or full-case bound.

Answer: B5 Executive notebooks should be wiro bound and B5 notebooks should be full case bound.

Question 3: On Page 13 of the bid document, description of goods the top part describes diaries with day to view pages and the other part describes notebooks with 92 sheets of lined pages in ivory. This is the same information provided for the A5, B5 and executive.

Answer: Please note that the correct description of A5; B5 & Executive notebooks not diaries as indicated on the table below.

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:.....

Bidder's Reference Number:.....

List of Goods and Price Schedule

CURRENCY OF BID:

ZWL/USD

Item	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
			[to be provided by the Bidder]	[to be provided by the Bidder]
A5 Notebooks	<p>PU Magnetic with outer front cover logo embossed, PU front cover with logo embossing, distance chart and public holidays, full colour inserts pages, etc. inner pages customized with ZIMRA logo and website at the bottom center</p> <p>Black/green with lime or gold contrast design notebooks with ZIMRA logo foiled on the front. PU leather, 92 sheets (184 pages) of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2020-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p>	3,500		
B5 Notebooks	<p>PU magnetic with outer front cover logo embossed, PU front cover with logo embossing, distance chart and public holidays, full colour insert pages, etc., inner pages customised with ZIMRA logo and website at the bottom center.</p> <p>PU leather, 183 sheets, 366 of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to</p>			

	<p>have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2020-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p>	600		
Executive Notebooks	<p>B5 Wiro Notebook, PU cover with stitching and embossed logo, PU and metal clip on front cover, Zimbabwe map, distance chart and public holiday, full colour insert pages</p> <p>Black/green with red or gold contrast creative, notebooks with ZIMRA logo foiled on the front. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder. Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2020-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p> <p>Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm.</p>	100		

Question 4: On the description of desk calendars there is A1 landscape and A2 landscape. We kindly seek clarity on whether the tender is for diaries or notebooks and if the desk calendar is A1 or A2.

Answer: The tender is for notebooks. The desk calendars are supposed to be A2 size. Only wall calendars are to be produced in A1 sizes.

Question 5: We noticed that the advert with notice Number 60 of 2021 with the mentioned tender number for the supply and delivery of 2022 Note books, Diaries and Calendars. However, according to the advert and notice 60 of 2021, the closing date for Tender number ZIMRA NCB 16/ 2021, is supposed to close on the 30th of July 2021, but in the ITB document its suppose to close on the 15th of July 2021. In that regard, we seek your indulgence to

kindly extend the deadline for the closing date in the ITB document with possibly 14 days as this will allow us to prepare for the best samples to submit together with our Bid documents. This is being driven by the fact that we are importing the samples and because of the situation that the movements of flights and couriers is not as usual due to the pandemic as such most airlines are grounded due to a halt. We would like to submit the best samples and very good quality to cater for value for money.

Answer: The inconsistency on the closing dates per the tender document and Public Notice No. 60 of 2021 is acknowledged. The correct closing date is actually July 15, 2021 as indicated on the tender document.

Change of Closing Date:

The closing date has been extended from **July 15, 2021** and the new closing date shall be **July 22, 2021 at 1000Hours (CAT)** to afford bidders ample time to secure samples from outside the country.

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

Thank you


T. Shonniwa

Director, Procurement Management

