Request for Quotation

ZIMRA RFQ No: 209/2021

SUPPLY AND DELIVERY OF LAPTOPS

DATE OF ISSUE: 02/06/2021

CLOSING DATE: 09/06/2021

CATEGORY: COMPUTER CONSUMABLES AND STATIONERY

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of **Laptops**

1. Shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead.**
3. Your Price Quotation must be received by the Procurement Management Unit (PMU) by
4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
5. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
6. Prices should be quoted including VAT. VAT should be shown separately.
7. Prices should be quoted in both USD and local currency as per SI 185 of 2020.
8. Bidders shall submit their bids electronically to rfqs@zimra.co.zw .
9. 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.
10. Award will be made on an item by item basis.
11. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
12. For further information, contact the undersigned on telephone no. +263242 773 040 or procurement@zimra.co.zw
13. Additional information: Bidders should attach the following company registration documents;
    a) Certificate of Incorporation
    b) CR6 and CR14
    c) Valid Tax Clearance Certificate
    d) Proof of registration with PRAZ

Signed: ....

J. TARUME
PROCUREMENT MANAGER

Item	Description of Goods	UOM	Quantity require	Unit Price	Total Price
1	Form Factor -15.6" Non-Touch Laptop Workstation • Color Black or Silver • Battery Life 4 Hours or More • Hard Drive 1 TB SATA • RAM 16 GB • Camera Webcam • Processor Core i7/7th Gen or Later • Screen Anti-reflective/1080p • Usb Ports 3 or more • On Board Sound Yes/ • Operating System Windows 10,64 Bit Professional Pre-installed • Network Bluetooth • AC Adapter Plug 3 pin square • Mouse Yes • Back pack Satchel Yes • Headphones Yes • Warrantee 1 year/1 (Parts & labor)	Unit	7		
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

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 Suppler:**
For and on behalf of	For and on behalf of
_________________________	_________________________

Name of Authorized Representative

RFQ 209/2021

ZIMRA

ZWS ISO 9001:2008 QUALITY MANAGEMENT SYSTEM

INTERNAL REQUEST FOR THE SUPPLY OF GOODS/SERVICES

ZIMBABWE REVENUE AUTHORITY
HEAD OFFICE
HQ 005 31 MAY 2021 005 HQ
PROCUREMENT MANAGEMENT UNIT
P. O. BOX 4360, HARARE

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

Requisitioner Information

Date: ***Requisitioner:*** ***Luckson Chifuwo***

Division/Department ***Tel/Cell: 0715190382***

Delivery Location: ***Cost Centre:***..

QUANTITY	***UNIT OF MEASURE***	***ITEM DESCRIPTION***	***ESTIMATED COST***
7		Laptops for PMU staff (Specifications attached)	USD 10 000

a) **DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED (Yes)**

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b) **QUOTATIONS SOURCED FROM THE FOLLOWING SUPPLIERS:**

....

c) **CONFIRMATION OF AVAILABILITY OF FUNDS (Available)**

....

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

T. SHONHIWA 31/05/2021

NAME **SIGNATURE** **DATE**

LAPTOP SPECIFICATIONS

ZIMBABWE REVENUE AUTHORITY HEAD OFFICE
HQ 005 31 MAY 2021 005 HQ
PROCUREMENT MANAGEMENT UNIT
P. O. BOX 4360, HARARE

Form Factor – 15.6" Non-Touch Laptop Workstation	**COLOUR**	BLACK OR SILVER
	BATTERY LIFE	4 HOURS OR MORE
	HARD DRIVE	1TB SATA
	RAM	16 GB
	CAMERA	WEBCAM
	PROCESSOR	CORE i7/7th Gen or LATER
	DISPLAY	15-inch /NON-TOUCH
	SCREEN	ANTI-REFLECTIVE/1080p
	USB PORTS	3 OR MORE
	ON BOARD SOUND	YES
	OPERATING SYSTEM	WINDOWS 10 64-BIT PROFESSIONAL PRE-INSTALLED
	NETWORK	ONBOARD RJ45 1Gb NIC, WIRELESS, BLUETOOTH
	AC ADAPTER PLUG	3-PIN SQUARE
	MOUSE	YES
	BACK PACK SATCHEL	YES
	HEAD PHONES	YES
	WARANTEE	1 YEAR 1/1 (PARTS & LABOUR)