

Request for Quotation

Re-Tender -ZIMRA RFQ No: 190/2021

REPAIR OF RICO PRINTERS



DATE OF ISSUE: 09.06.2021

CLOSING DATE: 15.06.2021 (1000HRS)

CATEGORY: COMPUTER CONSUMABLES AND STATIONERY

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of **REPAIR OF RICO PRINTERS**.

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 **10:00hours on 15 June 2021**.
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	Unit of Measure	Quantity require	Unit Price	Total Price
1	Repairs of RICO Printers	Unit	5		
	<p>Faulty RICO Printers at ZIMRA Kurima House.</p> <p>Compulsory Viewing of the faulty printers at ZIMRA Kurima House 2nd Floor to be held on Monday 14 June 2021 @1000hrs.</p> <p>Ask for A Chapwanya – ICT</p> <p>Bidders should be CERTIFIED BY RICO to maintain the Printers and proof of this Certification is required.</p>				
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:

For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of

12th. 190 / 2024



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...15 MAY 2021.....

Requisitioner: ...A. CHAPWANYA.....

Division/Department...ICT HARDWARE.....

Tel/Cell: ...0772 168 650.....

Delivery Location...KURIMA HOUSE.....

Cost Centre...42000.....

	QUANTITY	UNIT OF MEASURE	ITEM DESCRIPTION	UNIT COST ESTIMATE IN USD\$	ESTIMATED TOTAL COST IN USD\$
1.	5		Repairs of 5 Ricoh printers for: BB, Plumtree, RASP, Masvingo, Chirundu stations. NB: Certified providers assess and repair printers Companies that are certified by Ricoh to maintain the printers should bid. Currently <u>Data Master and Nashua</u> are the 2 companies known to provide Ricoh service. An open bid has brought in players who do not replace worn out parts and the printers work for a short period of time.	2 000	10 000
TOTAL					10 000

a) DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED (No)

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b) QUOTATIONS SOURCED FROM THE FOLLOWING SUPPLIERS: (None)

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c) CONFIRMATION OF AVAILABILITY OF FUNDS (Available)

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

Z F Chigome

NAME

Shango

SIGNATURE

26-05-2021

DATE