

**Request for Quotation**

**ZIMRA RFQ No: 281/2021**

**SUPPLY AND DELIVERY OF LASERJET ENTERPRISE MFP M635 TONNER**



**DATE OF ISSUE: 19.07.2021**

**CLOSING DATE: 22.07.2021 AT 10:00 HOURS**

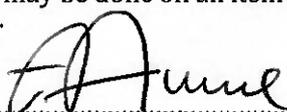
**CATEGORY: COMPUTER CONSUMABLES AND STATIONERIES**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of LaserJet Enterprise MFP M635 Tonner.

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 22.07.2021**.
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 in both USD and local currency as per SI 185 of 2020. Bidders should indicate whether they charge/ don't charge VAT on their prices.
7. Bidders shall submit their bids electronically to [rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw) ONLY. Physical/Hard copy submissions will not be acceptable except for Samples.
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 773 040 or [procurement@zimra.co.zw](mailto: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. Prospective bidder dealing with ZIMRA for the first time should attach the following documents on submission of bids;
  - Certificate of Incorporation
  - CR6 and CR14
  - Company Profile
13. Expected delivery period is 3 days from Purchase Order issue date. Bidders should 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).
14. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: .....

J TARUME

PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity require	Unit Price	Total Price
1	LaserJet Enterprise MFP M635 Tonner.  NB: Original Toners Required, no refill	Each	2		
<b>Grand Total, DAP, ZIMRA Warehouse</b>					
<b>Currency</b>					
<b>Delivery Period: _____ weeks from receipt of order</b>					

**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 Supplier:**

For and on behalf of

For and on behalf of

\_\_\_\_\_

\_\_\_\_\_

**Name of Authorized Representative**