

## **Request for Quotation**

**ZIMRA RFQ No: 289/2021**

**SUPPLY AND DELIVERY OF PRINTER SPARES**



**ZIMRA**  
Zimbabwe Revenue Authority

**DATE OF ISSUE: 29.07.2021**

**CLOSING DATE: 03.08.2021 @1000hrs.**

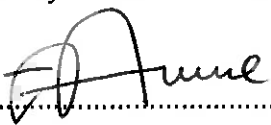
**CATEGORY: COMPUTER CONSUMABLES AND STATIONERY**

**To: Suppliers.**

Dear Sir/Madam,

Please provide your Price Quotation for the Supply and Delivery of **Printer Spares**.

1. Shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead**.
3. The Procurement Management Unit (PMU) must receive your Price Quotation by 03.08.2021 @1000hrs.
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. **Bidders to quote their PRAZ Registration number on their proposals and submit proof of valid certificate for the category they are participating failure to which will result in automatic disqualification**
13. Prospective Bidders dealing with ZIMRA for the first time should attach the following documentation on submission:
  - Certificate of Incorporation
  - CR14 (CR6 under the new act) and CR6 (CR5 under the new act)
  - Company Profile
14. Expected Delivery Period is 3 days from PO issuing and failure to deliver within this timeline will result in cancellation of the Purchase Order. Bidders should state their delivery period and failure to adhere to the stated timeline will result in cancellation of the PO and records will be kept and sent to the regulator (PRAZ)
15. Award maybe done on an item-by- item basis or total items whichever is economic to ZIMRA

Signed: .....  .....

**J TARUME**

| Item                                               | Description of Goods                              | Unit of Measure | Quantity required | Unit Price | Total Price |
|----------------------------------------------------|---------------------------------------------------|-----------------|-------------------|------------|-------------|
| 1                                                  | HP LI 700 Color MFP M775 Transfer Kit Part CE516A | Each            | 1                 |            |             |
| 2                                                  | HP LI 700 Color MFP M775 Fuser Kit Part CE 515A   | Each            | 1                 |            |             |
| 3                                                  | HP CP4025 Image Transfer Unit Part CE249A         | Each            | 1                 |            |             |
| 4                                                  | HP CP4025 220V Image Fuser Unit part CE247A       | Each            | 1                 |            |             |
|                                                    |                                                   |                 |                   |            |             |
| Grand Total, DAP, ZIMRA Warehouse                  |                                                   |                 |                   |            |             |
| Currency                                           |                                                   |                 |                   |            |             |
| Delivery Period: _____ weeks from receipt of order |                                                   |                 |                   |            |             |
| PROCUREMENT MANAGER                                |                                                   |                 |                   |            |             |
|                                                    |                                                   |                 |                   |            |             |

**Delivery:** Above items to be delivered to the following final destination(s):

**Deliver to:** Zimbabwe Revenue Authority, Beitbridge Border Post.

**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**

\_\_\_\_\_

