

**RETENDER
Request for Quotation:**

ZIMRA RFQ No: 454/2021

SUPPLY AND DELIVERY OF DURABLE BRANDED FOLDERS



DATE OF ISSUE: 02.12.21

CLOSING DATE: 07.12.21

CATEGORY : STATIONERY

To: Suppliers

Dear Sir/Madam,

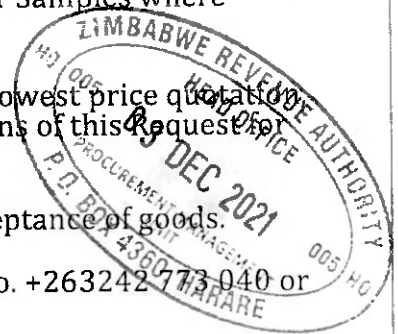
Please provide your Price Quotation for the Supply and Delivery of Stationery.

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 07.12.2021 @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/ do not charge VAT on their prices.
7. Bidders shall submit their bids electronically to rfqs@zimra.co.zw ONLY. Physical/Hard copy submissions will not be acceptable except for Samples where necessary.
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
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 bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation, CR6 (CR5 under new Act) and CR14 (CR6 under new Act)
 - Company Profile
 - Proof of registration with PRAZ
 - A Valid NSSA Certificate
13. Expected delivery period is 3 days from Purchase Order issue date. Bidders must 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



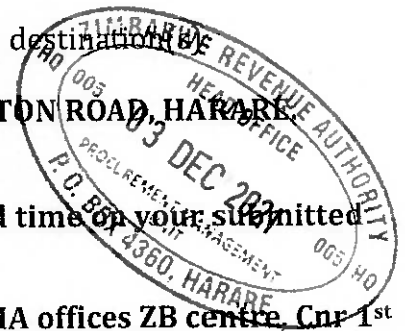
| Item | Description of Goods | Unit of Measure | Quantity required | Unit Price | Total Price |
|---|---|-----------------|-------------------|------------|-------------|
| 1 | Durable Zimra Branded Folders (Folders should have zipper sealing feature) | Each | 23 | | |
| 2 | Paper Scissors | Each | 40 | | |
| 3 | In and out Metal Trays | Each | 10 | | |
| Grand Total, DAP, ZIMRA KURIMA HOUSE | | | | | |
| Currency | | | | | |
| Delivery Period: _____ weeks from receipt of order | | | | | |

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

Deliver to: ZIMRA CENTRAL STORES, 60 - 65 SOUTHERTON ROAD, HARARE.

NB : Please state your payment terms and delivery lead time on your submitted quotations.

Suppliers to submit sample of Branded Folders to ZIRMA offices ZB centre, Cnr 1st and Kwame Nkrumah Avenue by Wednesday 01.12.2021 at 1600hrs.



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

