

ZIMRA RFQ No: 36/2022

**SUPPLY AND DELIVERY OF HP M775 (651A) HPCE
341A TONER- CYAN**



ZIMRA
Zimbabwe Revenue Authority

CATEGORY: COMPUTER CONSUMABLES

DATE OF ISSUE: 28 January 2022



CLOSING DATE: 03 February 2022 AT 1000 HOURS

To: Suppliers:

Please provide your Price Quotation for the **supply and delivery of HP M775 (651A) HPCE 341A TONER - CYAN**

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 February 2022 at 1000hrs**.
4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and rejected.
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 Physical/Hard copy submissions will not be acceptable except for the samples only.**
8. **Highlight the RFQ Number and RFQ description (on page 1) on the subject of your email upon sending your bids.**
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. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods. Payment will be made in Zimbabwe Dollars.
11. For further information, contact the undersigned on telephone no. +263(242) 773 040 or procurement@zimra.co.zw
12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation, CR5 and CR6
 - Company Profile
 - Proof of registration with PRAZ
 - A Valid NSSA Certificate
13. **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.**
14. 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 PRAZ.
15. 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	U.O.M	Quantity required	Unit Price	Total Price
1	HP M775 (651A) HPCE 341A TONER - CYAN	Units	25		
Value Added Tax					
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					Annex III

➤ **Delivery:** The above items to be delivered at:

**ZIMRA Central Stores,
61-63 Plymouth Road,
Enfield Complex,
Southerton,
Harare**

➤ **Delivery period:** Within 3 Days of receipt of Purchase Order.

(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

