

ZIMRA RFQ No: 271/2022

SUPPLY AND DELIVERY OF MANILLA ENVELOPES



ZIMRA
Zimbabwe Revenue Authority

CATEGORY: COMPUTER CONSUMABLES AND STATIONERY

DATE OF ISSUE: 15 June 2022

CLOSING DATE: 21 June 2022 AT 1000 HOURS



To: Suppliers:

Please provide your Price Quotation for the supply and delivery of **C5 Manilla Envelopes**.

Shown on the attached Specification of Goods sheet.

1. Please provide the Price Quotation on **your official signed and dated letterhead**.
2. The Procurement Management Unit (PMU) must receive your Price Quotation by **21 June 2022 at 1000hrs**.
3. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected and returned unopened to the bidder.
4. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
5. 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.
6. Bidders shall submit their bids electronically to rfqs@zimra.co.zw **ONLY**. Physical/Hard copy submissions will not be acceptable except for the samples where necessary.
7. 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.
8. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
9. For further information, contact the undersigned on telephone no. +263242 773 040 or procurement@zimra.co.zw
10. Additional information required from Bidders: -
 - Proof of registration with PRAL indicating category which the company is registered for.
 - A current and valid Tax Certificate clearance certificate
 - PRAZ registration number.
11. 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**
12. 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.
13. Award may be done on an item-by-item basis on the basis of the item which is economic to ZIMRA.

Signed:

T. C. TAZIWA
ACTING PROCUREMENT MANAGER - PMU



(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