

**Request for Quotation:**

**ZIMRA RFQ No: 350/2022**

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A  
FULLY EQUIPPED VIRTUAL MEETING ROOMS WITH VIDEO  
CONFERENCING THAT ACCOMMODATES AT LEAST 20 PEOPLE**



**DATE OF ISSUE: 26.08.2022**

**CLOSING DATE: 31.08.2022 @1000hrs.**

**CATEGORY: COMPUTER CONSUMABLES AND ACCESSORIES**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **Supply, Delivery, Installation and Commissioning of a Fully Equipped Virtual Meeting Rooms with Video Conferencing that Accommodates at least 20 people**

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 31.08.2022 @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](mailto: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](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 must attach the following documentation on submission:
  - Certificate of Incorporation
  - CR14 (CR6 under the new act) and CR6 (CR5 under the new act)
  - Company Profile
  - Proof of registration with PRAZ
  - A Valid NSSA Certificate
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 the r(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	Unit of Measure	Quantity required	Unit Price	Total Price
1	Supply, Delivery, Installation and Commissioning of a Fully Equipped Virtual Meeting Rooms with Video Conferencing that Accommodates at least 20 People	EA	2		
	SEE ATTACHED SPECIFICATIONS BELOW				
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

### TECHNICAL SPECIFICATIONS

Supply, Delivery Installation and Commissioning of a Fully Equipped Virtual Meeting Rooms with Video Conferencing that Accommodates at least 20 People	<ul style="list-style-type: none"> <li>• Compatible with MS Teams and nearly any cloud-based platform, e.g. GoTo Meetings, ZOOM etc.</li> <li>• ACCESSORIES • Expansion microphone • Display mount</li> <li>• CAMERA(minimum) • 120-degree FOV • UHD 2160p (4K) capture resolution • Automatic people framing &amp; speaker tracking • 5x zoom / EPTZ • 2 camera presets</li> <li>• TC8 Touch Controller</li> <li>• All-in-one 4K Video Conference, Collaboration &amp; Wireless Presentation System</li> <li>• 5x EPTZ auto-track 120-deg FOV Cam</li> <li>• Automatic Speaker tracking and framing</li> </ul>
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	<ul style="list-style-type: none"> <li>• Support for dual screens</li> <li>• RealPresence Trio C60 SIP audio conference phone, Wi-Fi, Bluetooth (PoE)</li> <li>• MS Teams certified audio SIP conference phone</li> </ul> <p><u>Monitors</u></p> <ul style="list-style-type: none"> <li>• 4K UHD LED Smart TV/Monitor 65" x 2</li> <li>• VESA Standard Wall Mount (Fixed) 55" - 65" x 2</li> <li>• CTOUCH Walloom 2 mobile lift, Electrical height adjustable mobile lift x 2</li> </ul>
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**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

**Signature and seal of the Supplier:**

For and on behalf of

\_\_\_\_\_  
**Name of Authorized Representative**