

REQUEST FOR QUOTATION ZIMRA RFQ 339 /2023 RETENDER



ZIMRA
Zimbabwe Revenue Authority

DATE OF ISSUE: 06.12.2023

CLOSING DATE: 11.12.2023

CATEGORY: COMPUTER CONSUMABLES STATIONERY

Authority
Verifying in
(USD\$)
Authority
by 5000. Quotations
ification and procurem
Economic Develop
nal Audit was mand
Page 2 of
and give an approp
ndering process and
AMP
Authority
Verifying in
(USD\$)
Authority
by 5000. Quotations
ification and procurem
Economic Develop
nal Audit was mand
Page 2 of
and give an approp
ndering process and
AMP
to the governing in
(USD\$)
LSS
Unit price
by 5000. Quotations
ification and procurem
Economic Develop
nal Audit was mand
Page 2 of
and give an approp
ndering process and

ZIMRA is registered for... should indicate

To: Suppliers:

Please provide your Price Quotation for the supply and delivery of **Computer consumables**

rd copy
umentation on

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 **11.12. 2023 at 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 **must** submit their bids electronically to rfqs@zimra.co.zw **ONLY**. Physical/Hard copy submissions will not be acceptable except for the 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. +263 242 770820 or procurement@zimra.co.zw

which complies

then delivery period
Purchase Order

ZIMRA is registered for...

umentation on

which complies

ge 2 of 4

then delivery period
Purchase Order

11. Additional information required from Bidders: -

- Attach proof of registration with PRAZ indicating category which the company is registered for.
- Attach a current and valid Tax Certificate clearance certificate
- Attach PRAZ registration Certificate.

act and
ZIMRA

any and
at the

tract.

aws of

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

as part

ge 2 of 4

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 PRAZ.

Purchase Order

the

act and

14. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

ry of ---

any and

at the

tract.

aws of

Signed
Mr J Tarume 

Procurement Manager

as part

plier as

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	HP M608/M635/M631 220V MAINTENANCE KIT PART # J8J88A/RM2-6799 220V / RM2-1257 220v fuser unit (fuser assembly) (Part Number - HP RM2-1256-000)	Each	6		
2	Document Feeder Kit – Part # J8J95A	Each	1		
3	HP CP4025 COLOR PRINTER IMAGE TRANSFER KIT CE249A for administration printer	Each	2		
4	HP Color LaserJet CE249A Image Transfer Kit	Each	2		
5	HP Color LaserJet CE247A 220V Fuser Kit	Each	2		
6	HP 700 Transfer Kit- * CE516A	Each	2		
7	Fuser Kit - * 220V- CE515A		2		
Value Added Tax					
Grand Total, DAP, ZIMRA					
Currency					
Delivery Period: _____ weeks from receipt of order					

NB, Failure to attach HP Accreditation/ Partnership Certificate leads to automatic disqualification

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

Deliver to: Zimbabwe Revenue Authority, 61-63 Plymouth Road, Enfield Complex, Southern, Harare

Laws of
Annex III
as part
Part and
with the
of
and
about the
tract.
Laws of
Annex III
as part
Total
Price
Laws of
Total
Price
Page 4 of 5
Total
Price
Unit
Price
Total
Price
e

(To be signed by the firm)

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 as

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