

**Request for Quotation**

**ZIMRA RFQ No: 152 /2024**

**SUPPLY AND DELIVERY OF PDF CONVERTER**



**ZIMRA**  
Zimbabwe Revenue Authority

**DATE OF ISSUE: 16.07.2024**

**CLOSING DATE: 19.07 2024**

**CATEGORY: COMPUTER CONSUMABLES**

**To: Suppliers**

Dear Sir/Madam,  
Please provide your Price Quotation for supply and delivery of Computer consumables.

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 **19.07 2024**
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 USD and payment will be made in ZiG at the prevailing RBZ interbank rate on the date of payment. 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) 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
  - PRAZ registration number
12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
  - Certificate of Incorporation, CR6 and CR14
  - Company Profile
  - Proof of (2023) registration with PRAZ under the relevant Category
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).

Signed:  .....

G Savieri

ACTING PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity require	Unit Price USD Inclusive VAT	Total Price USD Inclusive VAT
1	100 Users x PDF converter Licenses for 2 years	Each	100 Users for 2 years		
	<b>TOTAL</b>				
<b>Currency (USD)</b>					
<b>Delivery Period:</b> _____ weeks from receipt of order					

**NB: Bidders must come for a compulsory site visit so that they can view the roller shutter to be installed at ZIMRA Central Stores located at 61-63 Plymouth Road, Enfield Complex, Southerton, Harare on the 26 June at 1000hours.**

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

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

**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:

	OF MEASURE		COST
100 Users x 2 Year Licenses	EA	<p>PDF converter that can do the following</p> <p><b>Convert from PDF</b></p> <ul style="list-style-type: none"> <li> PDF to Word</li> <li> PDF to JPG</li> <li> PDF to Excel</li> <li> PDF to PPT</li> <li> PDF converter</li> </ul> <p><b>Convert to PDF</b></p> <ul style="list-style-type: none"> <li> Word to PDF</li> <li> JPG to PDF</li> <li> PNG to PDF</li> <li> Excel to PDF</li> <li> PPT to PDF</li> </ul> <p>Reduce file size</p> <ul style="list-style-type: none"> <li> Compress PDF</li> </ul>	



**ZWS ISO 9001:2008 QUALITY MANAGEMENT SYSTEM**

		Edit	Sign & Protect	
		<ul style="list-style-type: none"> <li> Edit PDF</li> <li> Merge PDFs</li> <li> Split PDF</li> <li> Crop PDF</li> <li> Delete PDF pages</li> <li> Rotate PDF pages</li> <li> Reorder PDF pages</li> <li> Extract PDF pages</li> <li> Insert PDF pages</li> <li> Number PDF pages</li> </ul>	<ul style="list-style-type: none"> <li> Fill &amp; Sign</li> <li> Request e-signatures</li> <li> Protect PDF</li> </ul>	

- 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**

\_\_\_\_\_