

Request for Quotation (RFQ)

ZIMRA RFQ No: 106/2021 (Retender)

PROVIDE SERVICE OF:

RECORDS FILES



DATE OF ISSUE: 12 APRIL 2021

CLOSING DATE: 15 APRIL 2021 AT 1000 HOURS

Dear Sir/Madam,

➤ **SUPPLY AND DELIVERY OF RECORDS FILES**

1. As shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead**.
3. Your Price on Proforma Invoice must be received by the Procurement Management Unit (PMU) by **1000hours on 15 APRIL 2021**
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 including VAT. VAT should be shown separately.
7. Prices should be quoted in both USD and local currency as per SI 185 of 2020.
8. Bidders shall have the option of submitting their bids electronically to rfqs@zimra.co.zw or in the tender box situated at 10th Floor, ZIMRA ZB Centre Offices, Cnr. 1st/Kwame Nkrumah Avenue.
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. Award will be made on an item by item basis.
11. Payment: 100% within 14 days of invoice date and receipt & acceptance of goods.
12. For further information, contact the undersigned on telephone no. +263242 773 040 or procurement@zimra.co.zw

Signed:



T. SHONHIWA
DIRECTOR - PMU

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
	Records File (50 Sheet)	Each	1000		
	Records File (100 Sheet)	Each	1500		
	Records File (200 Sheet)	Each	1500		
	Records File (400 Sheet)	Each	1000		
Value Added Tax					
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

NB: Find sample at ZIMRA Central Stores

Delivery: Above items to be delivered to the following final destination(s):
**Zimbabwe Revenue Authority, 61-63 Plymouth Road, Enfield Complex,
 Southerton, Harare.**

Delivery period: 7-14 days.

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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

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of
