

Request for Quotation (RFQ)

ZIMRA RFQ No: RFQ130/2021

SUPPLY AND DELIVERY OF:

45 SECONDS JINGLE WITH A MESSAGE

Re-tender

(Promotional Material and consultancy)



DATE OF ISSUE: 27.04.2021

CLOSING DATE: 30.04.2021 AT 10:00 HOURS

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of 45 seconds long jingle with a message as shown on the attached Specification of Goods sheet.

1. Please provide the Price Quotation on **your official signed and dated letterhead**
2. Your Price Quotation must be received by the Procurement Management Unit (PMU) by **10:00hours on 30.04.2021**
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 including VAT. VAT should be shown separately.
6. Prices should be quoted in RTGS\$ as opposed to USD (Nostro)
7. 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
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. Award will be made on an item by item basis.
10. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
11. For further information, contact the undersigned on telephone no. +263777837523 or procurement@zimra.co.zw

Signed:


J TARUME
PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	45 seconds long jingle with a message using the attached guiding script	Each			
Value Added Tax					
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

NB: Bidders are also encouraged to view the sample at the below address

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: Within 7-14 Days of receipt of Purchase Order

(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



ZWS ISO 9001:2008 QUALITY MANAGEMENT SYSTEM

INTERNAL REQUEST FOR THE SUPPLY OF GOODS/SERVICES

To: Head Administration / Procurement Manager / HR & Administration Manager / Administration Officer / Administration Assistant / Procurement Assistant

Requisitioner Information

Date: 21/04/2021

Requisitioner: M.D. Kufakunesu

Division/Department: Corporate Comms

Tel/Cell: 0773 281 859

Delivery Location: ZB Centre

Cost Centre: 440000

QUANTITY	UNIT OF MEASURE	ITEM DESCRIPTION	ESTIMATED COST
1		Jingle for ZIMRA using the attached guiding script	\$300,000.00

a) DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED

N/A

b) QUOTATIONS SOURCED FROM THE FOLLOWING SUPPLIERS:

N/A

c) CONFIRMATION OF AVAILABILITY OF FUNDS

Yes

APPROVED BY: COMMISSIONER / DIRECTOR/ HEAD OF SECTION/ STATION MANAGER

F. Chimanda

21/04/2021

NAME

SIGNATURE

DATE



ZIMRA

MEMORANDUM
Zimbabwe Revenue Authority

To: Mrs I. Muwonwa
Chief Corporate Communications
Officer

From: Mr M. Kufakunesu
Corporate Communications
Officer

Tel: 04-758891-5

Ref: Jingle on issuance of till slips and receipts by all operators

Date: 20 April 2021

Urgent
 Please Reply

For Review
 Please Comment

Background

The Zimbabwe Revenue Authority is on a massive drive to encourage all business people to issue till slips. This will assist the authority in tracking all the sales done for VAT administration purposes. To this end, the Corporate Communications Department would like to produce a 45 seconds long jingle with a message exhorting all business people to issue till slips and receipts. A script has already been developed. However, this script (attached) is only to be used as a guide to the agency which will develop the jingle.

Recommendation

We recommend that you allow us to go for procurement of an advertising agency to produce the jingle at an estimated cost of \$300,000.00. Attached is a guiding script.

Recommended/Not Recommended

Mr F. Chimanda
Head Corporate Communications

.....
Recommended/Not Recommended

Mr J. Shumbamhini
Director SRMC



Guiding Script for the jingle

ZIMRA hereby reminds all registered operators on the need for the business community to ensure that in all instances, documents recording sales which include Invoices, Till Slips, Receipts or other documents recording sales are issued to the customers.

Fiscalised registered operators are required to produce fiscalised receipts, till-slips or invoices.

Operators must always issue their clients with invoices or receipts which correctly show the amount and currency tendered by customers.

Where a sale is made in parts of Zimbabwe dollars and foreign currency, the invoices/till slips or receipts must reflect such currency details.

On areas of non-compliance, taxpayers are encouraged to come forward and make voluntary disclosures

Remember, businesses are supposed to pay their taxes on time, in full and in currency of trade.

My Taxes, My Duties, Building a Healthy and Dignified Zimbabwe