

## **Request for Quotation (RFQ)**

**ZIMRA RFQ No: 190/2021**

**SUPPLY AND DELIVERY OF:**

**CLIENT SATISFACTION SURVEY**



**DATE OF ISSUE:**

**29.04.2021**

**CLOSING DATE:**

**31.05.2021 AT 1000 HOURS**

**CATEGORY: PROMOTIONAL MATERIAL AND CONSULTANCY**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of Building Materials.

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 31 MAY 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](mailto:rfqs@zimra.co.zw) or in the tender box situated at 10<sup>th</sup> Floor, ZIMRA ZB Centre Offices, Cnr. 1<sup>st</sup>/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](mailto:procurement@zimra.co.zw)

Signed:



J. TARUME  
PROCUREMENT MANAGER

| Item                                               | Description of Goods       | Unit of Measure | Quantity required | Unit Price | Total Price |
|----------------------------------------------------|----------------------------|-----------------|-------------------|------------|-------------|
| 1                                                  | CLIENT SATISFACTION SURVEY |                 | 1                 |            |             |
|                                                    |                            |                 |                   |            |             |
| Value Added Tax                                    |                            |                 |                   |            |             |
| Grand Total, DAP, ZIMRA Warehouse                  |                            |                 |                   |            |             |
| Currency                                           |                            |                 |                   |            |             |
| Delivery Period: _____ weeks from receipt of order |                            |                 |                   |            |             |

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

**Delivery period:** Within 7-14 Days of receipt of Purchase Order.

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*(To be signed by the firm)*

Annex III

**FORM OF CONTRACT AGREEMENT**

| Item                                                      | Description of Goods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Unit of Measure | Quantity required | Unit Price | Total Price |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|------------|-------------|
| 1                                                         | <p>Mini- Online client satisfaction survey –Carry out survey using a small sample that representative of all ZIMRA stations and list of stations will be availed<br/>-Emails of clients will be availed to the winning bidder.</p> <p>The clients include:</p> <ul style="list-style-type: none"> <li>✓ Tax accountants</li> <li>✓ Clearing agents</li> <li>✓ Transporters</li> <li>✓ Individual tax payers</li> <li>✓ Corporate taxpayers covering all sectors of the economy</li> <li>✓ Importers</li> <li>✓ Exporters</li> <li>✓ Parastatals and government departments</li> <li>✓ SMEs</li> <li>✓ Cross borders</li> </ul> |                 |                   |            |             |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                   |            |             |
| <b>Value Added Tax</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                   |            |             |
| <b>Grand Total, DAP, ZIMRA Warehouse</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                   |            |             |
| <b>Currency</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                   |            |             |
| <b>Delivery Period:</b> _____ 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.

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

\_\_\_\_\_