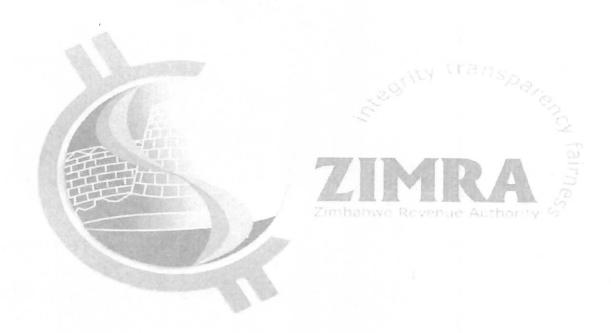
# **Request for Quotation**

ZIMRA RFQ No: 470/2021

## **Provision of Hotel Services and Facilities**



DATE OF ISSUE: 18 OCTOBER 2021

**CLOSING DATE: 21 OCTOBER 2021** 

**CATEGORY: PROMOTIONAL MATERIAL AND CONSULTANCY** 

#### To: Suppliers

Dear Sir/Madam,

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the provision of Hotel Services and Facilities

- 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 21.10.2021 @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 shall submit their bids electronically to <a href="mailto:rfgs@zimra.co.zw">rfgs@zimra.co.zw</a> ONLY. 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 <u>procurement@zimra.co.zw</u>
- **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 registration with PRAZ
  - > A Valid NSSA Certificate
- 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).

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

PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity require	Unit Price	Total Price
	Venue			1424 3 154	
1	<ul> <li>Hotel with capacity for 150 people within the CBD for ease of access and proximity and vacant on the 4<sup>th</sup> of November from 1800hrs up to 2200hrs</li> <li>Briefing room for 15 VIPs</li> </ul>	Each			
2	P.A System				
	Surround sound system enough				
	to cover the venue and cater for				
	150 attendees				
	<ul> <li>2 codeless microphones.</li> </ul>				
	<ul> <li>1 lapel microphone for the director of ceremony</li> </ul>				
3	Meals and Refreshments				
	Dinner for 150 people				
	1 bottle of mineral water and 2				
	drinks per person for 150 people				
	<ul> <li>Cocktail Snacks for 20 high profile guests in the briefing room</li> </ul>				
	<ul> <li>15 bottles white wine,15 bottles</li> </ul>				
	red wine- 1 alcoholic and 1 non- alcoholic				
Cnand	Total DAD ZIMDA Warehaven				
ษานกณ	Total, DAP, ZIMRA Warehouse				
Curren	cy				
Deliver	y Period: weeks from receip	t of order			

**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			
	led "the Purchaser") on the one part and		
(herein	after called "the Supplier") on the other part.		
to be supplied by Supplier, viz. Co	or quotation for <b>the supply and delivery of</b> ntract, (hereinafter called "Contract") and		
	er for the supply of goods under Contract at the [in words]		
sum of	inafter called "the Contract Price".		
NOW THIS AGREEMENT WITNESSETH AS			
1. The following documents shall be deep of this agreement, viz:	med to form and be read and construed as part		
a) Copy of Quotation including Techn	ical and Price Schedule		
b) Schedule of Requirement			
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.			
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 h Zimbabwe on the date indicated above.	ave executed the Contract under the Laws of		
Signature and seal of the Purchaser:	Signature and seal of the Suppler:		
For and on behalf of	For and on behalf of		
Name of Authorized Representative			