

Request for Quotation

ZIMRA RFQ No: 559/2021

Supply and Delivery of Branded 2022 A5 Diaries



DATE OF ISSUE: 29 DECEMBER 2021

CLOSING DATE: 06 JANUARY 2022

CATEGORY: PROMOTIONAL MATERIAL AND CONSULTANCY

To: Suppliers

Dear Sir/Madam,

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of branded 2022 A5 Diaries

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 06.01.2022 @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 rfqs@zimra.co.zw 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 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 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.

Signed:
J TARUME
PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity require	Unit Price	Total Price
1	<p>PU Leather Magnetic Diary (Personalised)</p> <ul style="list-style-type: none"> • One day per page diary with ZIMRA logo • Grey with lime green contrast design diaries with ZIMRA Logo foiled on the front • PU Magnetic with outer front cover logo embossing, Distance chart and public holidays, full colour inserts pages. • Two sheet board for the first two pages to have Zimbabwe map, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers and international information such as country capital, currency and dialling code as well as 2022-year planner. • Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission, and core values, hotline information. • 2 Sheet board for the last 2 pages at the back with world map. 	A5	5		
2	<p>PU Leather Magnetic Diary</p> <ul style="list-style-type: none"> • one day per page diary with ZIMRA logo • PU Magnetic with outer front cover logo embossing, Distance chart and public holidays, full colour inserts pages. • Grey with lime green contrast design diaries with ZIMRA Logo foiled on the front. • Two sheet board for the first two pages to have Zimbabwe map, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and 	A5	13		

	<p>public holidays, emergency numbers and international information such as country capital, currency and dialling code as well as 2022-year planner.</p> <ul style="list-style-type: none"> • Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission, and core values, hotline information. • 2 Sheet board for the last 2 pages at the back with world map. 				
<p>NB: Bidders must submit a sample guided by the specifications. Also graphics and designs will be availed to the successful bidder.</p>					
<p>Grand Total, DAP, ZIMRA Warehouse</p>					
<p>Currency</p>					
<p>Delivery Period: _____ weeks from receipt of order</p>					

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:
 - 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