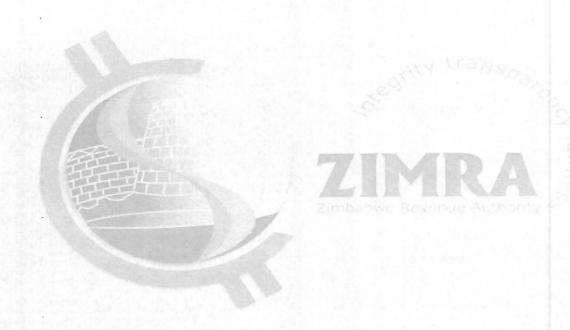
RE-TENDER

Request for Quotation

ZIMRA RFQ No: 559/2021

Supply and Delivery of Branded 2022 A5 Diaries



DATE OF ISSUE: 07 JANUARY 2022

CLOSING DATE: 18 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 18.01.2022 @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.

10. For further information, contact the undersigned on telephone no. +263242 773 040 or procurement@zimra.co.zw

- 9. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
- 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).

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

Signed: **I TARUME**

PROCUREMENT MANAGER

| . Item | Description of Goods | Unit of Measure | Quantity require | Unit Price | Total Price |
|--------|--|-----------------|---------------------|---------------|----------------|
| 1 | PU Leather Magnetic Diary (Personalised) 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. Sheet board for the last 2 pages at the back with world map. | AS | 5 | | |
| 2 | PU Leather Magnetic Diary • 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 | | |

| Currency | | |
|---|--|--|
| Grand Total, DAP, ZIMRA Warehouse | | |
| NB: Bidders must submit a sample guided by the specifications. Also graphics and designs will be availed to the successful bidder. | | |
| 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. Sheet board for the last 2 pages at the back with world map. | | |

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 | | | | | | |
|---|--|--|--|--|--|--|
| | d "the Purchaser") on the one part and | | | | | |
| (hereinaft | er called "the Supplier") on the other part. | | | | | |
| | | | | | | |
| to be supplied by Supplier, viz. Cont | quotation for the supply and delivery of ract (hereinafter called "Contract") and for the supply of goods under Contract at the | | | | | |
| sum of | [in words] | | | | | |
| ()[in figures] herein. | after called "the Contract Price". | | | | | |
| NOW THIS AGREEMENT WITNESSETH AS F | COLLOWS: | | | | | |
| . 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 | | | | | | |
| 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 have Zimbabwe on the date indicated above. | ve 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 | | | | | | |