

**Re-tender**

**Request for Quotation (RFQ)**

**ZIMRA RFQ No: 227/2022**

**Provision of Videography Services**



**DATE OF ISSUE: 20.05.2022**

**CLOSING DATE: 26.05.2022 AT 10:00 HOURS**

**CATEGORY: Promotional Materials and Consultancy**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the provision of Videography Services

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 26.05.2022 @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](mailto: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](mailto: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:   
P. TICHARWA  
A/PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	<p><b>Full-service video production</b></p> <p>Production of a 4-5-minute video:</p> <p>Tax education campaign to be aired on the <b>ZIMRA TV YouTube with the following topics:</b></p> <ol style="list-style-type: none"> <li>1. How to create an e-services account</li> <li>2. How to apply for a tax clearance certificate on e-services</li> <li>3. How to submit returns on the e-services platform</li> <li>4. How to view your submissions on e-services</li> <li>5. How to update your information on e-services</li> <li>6. How to remit your taxes due</li> <li>7. Private customs declarations/clearances</li> <li>8. Commercial customs declarations/clearances</li> <li>9. How to get a bank advise note</li> <li>10. Whistle blowing</li> <li>11. Payment of taxes in foreign currency.</li> </ol>		11		
<b>Value Added Tax</b>					
<b>Grand Total, DAP, ZIMRA Warehouse</b>					
<b>Currency</b>					
<b>Delivery Period: _____ weeks from receipt of order</b>					

**Delivery:** Above items to be delivered to the following final destination(s):

P-7.

Zimbabwe Revenue Authority, 61-63 Plymouth Road, Enfield Complex,  
Southerton, 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**

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**