

**ZIMRA RFQ No: 434/2022 (RE - TENDER)**

**HIRING OF DIRECTOR OF CEREMONIES**



**ZIMRA**  
Zimbabwe Revenue Authority

**CATEGORY: PROMOTINAL MATERIAL & CONSULTANCY**

**DATE OF ISSUE: November 22, 2022**

**CLOSING DATE: November 29, 2022 @1000hrs**

To: **Suppliers:**

Please provide your Price Quotation for **the Hiring of Director of Ceremonies**

Shown on the attached Specification of Goods/Services Sheet.

1. Please provide the Price Quotation on **your official signed and dated letterhead.**
2. The Procurement Management Unit (PMU) must receive your Price Quotation by **November 29, 2022 at 1000hrs.**
3. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected and returned unopened to the bidder.
4. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
5. 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.
6. 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 the samples where necessary.
7. An order/contract will be placed with the bidder who offers the lowest price quotation.
8. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
9. For further information, contact the undersigned on telephone no. +263242 773 040 or [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)
10. Additional information required from Bidders: -
  - Attach proof of registration with PRAZ indicating category which the company is registered for.
  - Attach a current and valid Tax Certificate clearance certificate
  - Attach PRAZ registration number.
11. Bidders dealing with ZIMRA must attach the following documentation on submission:
  - Certificate of Incorporation, CR5 and CR6
  - Company Profile
  - Proof of registration with PRAZ
  - A Valid NSSA Certificate
12. 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 PRAZ.
13. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: .....

P. Muchenje

Acting Procurement Manager



Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1.	The Director of Ceremonies should have sound knowledge of protocol and handling of business events (Bidders <b>must</b> attach a Brief Profile)	-	-		
2.					
<b>Value Added Tax</b>					
<b>Grand Total, DAP, ZIMRA Kurima House</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):

**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**