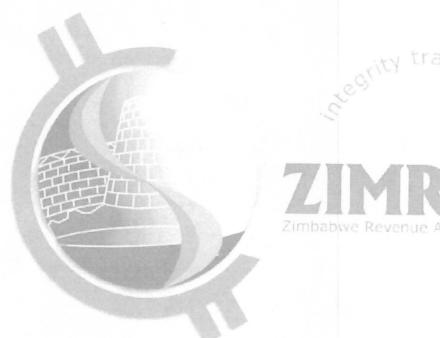
## Request for Quotation (RFQ)

RFQ No: 139/2021

**Supply and Delivery OF COMPANY FOLDERS** 

**COMPUTER CONSUMABLES AND STATIONERY** 



DATE OF ISSUE:

23.04.2021

**CLOSING DATE:** 

26.04.2021 (1000HRS)

## To: Suppliers

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Dear Sir/Madam,

Please provide your Price Quotation for the **Supply and Delivery of company folders** as shown on the attached Specification of Goods/Services sheet.

- 1. Please provide the Price Quotation on your official signed and dated letterhead.
- 2. Your Price Quotation must be submitted to <a href="mailto:rfqs@zimra.co.zw">rfqs@zimra.co.zw</a> by 10:00hours on 26.04.2021.
- 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 including VAT. VAT should be shown separately.
- 6. Prices should be quoted preferably in both RGTS\$ and USD\$ according to SI219/2020.
- 7. Bidders shall have the option of submitting their RFQs electronically to <a href="mailto:rfqs@zimra.co.zw">rfqs@zimra.co.zw</a> or in the tender box situated at 10th Floor, ZIMRA ZB Centre Offices, Cnr 1st/Kwame Nkrumah Avenue.
- 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. Award will be made on an item by item basis.

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- 10. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
- 11. For further information, contact the undersigned on telephone no. +263242 773 040 or <a href="mailto:procurement@zimra.co.zw">procurement@zimra.co.zw</a>

PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Company folders ITF 51 (Green)	Each	1		
	Company folders ITF 51b (white)	Each	1		
1	Company folders ITF 53 (Brick red)	Each	1		
Value	Added Tax				
Grand Warel	Total, DAP, ZIMRA 10use				
Curre	псу				
Delive	ery Period: wee	ks from receip	ot of order		

**Delivery**: Above items to be delivered to the following final destination(s): **Zimbabwe Revenue Authority**, **61-63 Plymouth Road**, **Enfield Complex**, **Southerton**, **Harare**.

**Delivery period:** Within 7 days of receipt of Purchase Order.

(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 pa	ırt.

WHEREAS the Purchaser has requested for quotation for <b>the supply and delivery of</b> 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 Suppler:			
For and on behalf of For and on behalf of			
Name of Authorized Representative			