

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**

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 rfqs@zimra.co.zw 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 RGT\$ and USD\$ according to SI219/2020.
7. Bidders shall have the option of submitting their RFQs electronically to rfqs@zimra.co.zw 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.
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 procurement@zimra.co.zw

Signed.....
J. TARUME
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 Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt 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 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