

**Request for Quotation**

**ZIMRA RFQ No: 448/2021**

**Provision of Stand designing concept, mounting and dismounting Services for 2021 ZIMRA Midlands Agricultural Show**



**DATE OF ISSUE: 12.10.2021**

**SITE VISIT DATE: October 14,2021**

**SITE VISIT DATE: Gweru Agricultural Showground**

**CLOSING DATE: 19.10.2021 AT 10:00 HOURS**

**CATEGORY: Construction and related products including electrical and plumbing**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the Provision of Stand designing concept, mounting and dismounting Services for 2021 ZIMRA Midlands Agricultural Show

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 19.10.2021 @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: .....  .....

J TARUME

PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity require	Unit Price	Total Price
1	<ul style="list-style-type: none"> <li>• Design four (4) reception areas clearly marked Customs, Taxes, e-Services and Canine Unit.</li> <li>• There should be prominent inscription of Zimbabwe Revenue Authority on the outside of the building and of the show theme.</li> <li>• Provide four (4) Magazine and pamphlets holders.</li> <li>• Printing of (8) posters 1,2m width and 2m height (information to be supplied by Zimra)</li> <li>• Provide water feature and live flowers on the outside of the stand;</li> <li>• Provide (4) small fresh flower bouquets on each reception desk</li> <li>• Provide 55- inch colour television and stand</li> <li>• Design and provide footprints on the outside (information for footprints to be provided by Zimra)</li> <li>• Provide Electrical installations and adequate lighting on the stand;</li> <li>• Provide carpets which blend well with the background for the stand;</li> <li>• Incorporate a lounge area for VIPs (ZIMRA to provide sofa and small table)</li> </ul>	Each			
	<ul style="list-style-type: none"> <li>• Pictorial Depiction of the actual stand</li> </ul>				
<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):

**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**

\_\_\_\_\_