

**Request for Quotation
ZIMRA RFQ No: 323/2022**

SUPPLY AND DELIVERY OF GAS CYLINDERS AND ACCESSORIES



ZIMRA
Zimbabwe Revenue Authority

DATE OF ISSUE: 12 August 2022



CLOSING DATE: 18 August 2022 @1000hrs.

**CATEGORY: CONSTRUCTION AND RELATED PRODUCTS INCLUDING
ELECTRICAL AND PLUMBING**

: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of **Gas cylinders and accessories**.

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 **18 August 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 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
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
12. **Bidders to quote their PRAZ Registration Number on their proposals and submit proof of Valid Certificate for the category they are participating, failure to which will result in automatic disqualification.**
13. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation
 - CR14 (CR6 under the new act) and CR6 (CR5 under the new act)
 - Company Profile
 - Proof of registration with PRAZ
 - A Valid NSSA Certificate
14. 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).
15. Award may be done on an item-by-item basis on **all items** whichever is most economic to ZIMRA.

Signed:
S. Gaviro
A/PROCUREMENT MANAGER



Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Schrader core removers	Each	1		
2	A Gas R 410a Refrigerant	11kgs cylinder	5		
3	A Gas R 407c Refrigerant	11kgs cylinder	5		
4	A Gas R 22 Refrigerant	11kgs cylinder	5		
5	Charging line	Each	100		
6	A Gas R 134a Refrigerant	11kgs cylinder	4		
7	Soldering flux	Each	4		
8	45 Micro farad capacitors	Each	50		
9	Copper soldering sticks	Each	50		
10	A Gas R 600a Refrigerant	11kgs cylinder	4		
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ <i>weeks from receipt of order</i>					



Deliver to: Zimbabwe Revenue Authority, 61-63 Plymouth Road, Enfield Complex, Southerton, Harare.

To be signed by the firm

Annex II

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:

For and on behalf of



Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of

RFA 323/2022



ZWS ISO 9001:2008 QUALITY MANAGEMENT SYSTEM

INTERNAL REQUEST FOR THE SUPPLY OF GOODS/SERVICES

To: Head Administration / Procurement Manager / HR & Administration Manager / Administration Officer / Administration Assistant

Requisitioner Information

Date: 17/07/22

Requisitioner: V.Gugodo

Division/Department: Engineering

Tel/Cell: 0777163095

Delivery Location: Kurima

Cost Centre:

QUANTITY	UNIT OF MEASURE	ITEM DESCRIPTION	ESTIMATED COST
12	unit	Schrader core removers	20 000 each
05	11kg Cylinder	A Gas R 410a Refrigerant	150 000 each
05	11kg Cylinder	A Gas R 407c Refrigerant	150 000 each
05	11 kg Cylinder	A Gas R 22 Refrigerant	150 000 each
100	Unit	Charging line	1200 each
04	11kg Cylinder	A Gas R 134a Refrigerant	125 000 each
04	unit	Soldering flux	6000 each
50	unit	45 micro farad capacitors	3000 each
50	unit	Copper soldering sticks	600 each
04	11 kg Cylinder	A Gas R 600a Refrigerant	110 000 each

a) DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED

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b) QUOTATIONS SOURCED FROM THE FOLLOWING SUPPLIERS:

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c) CONFIRMATION OF AVAILABILITY OF FUNDS

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APPROVED BY: COMMISSIONER/DIRECTOR/ HEAD OF DIVISION/HEAD OF STATION

E Tazvigwira

19-07-22

NAME

SIGNATURE

DATE

ADM005/2

Administration

Issue No.1

Version:1

Issue Date: 28/02/15