

**Request for Quotation (RFQ)**

**RFQ No: 134/2021**

**Supply and Delivery of Electric Jugs (1.8L) and Fan Heaters**



**DATE OF ISSUE: 21.04.2021**

**CLOSING DATE: 26.04.2021 (0900HRS)**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **Electric Jugs (1.8L) and Fan Heater-** 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 received by the Procurement Management Unit (PMU) by **09:00hours on 27.04.2021.**
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. **Bidders should clearly state their payment terms upon quote submission. Failure to state will result in automatic disqualification of the bid.**
7. Prices should be quoted preferably in both RGT\$ and USD\$ according to SI219/2020.
8. Bidders shall have the option of submitting their bids electronically to [rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw) or in the tender box situated at 10<sup>th</sup> Floor, ZIMRA ZB Centre Offices, Cnr 1<sup>st</sup>/Kwame Nkrumah Avenue.
9. 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.
10. Award will be made on an item by item basis.
11. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
12. For further information, contact the undersigned on telephone no. +263242 773 040 or [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)

Signed.....  [Signature withheld]

J. TARUME  
PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Electric Jugs (1.8L)	Each	3		
2	Fan Heater	Each	22		
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**