

**Request for Quotation (RFQ)**

**RFQ No: 133/2021 (retender)**

**Request for the procurement of kitchen utensils**

**Category; furniture and fittings**



**DATE OF ISSUE: 03.05.2021**

**CLOSING DATE: 06.05.2021 (1000HRS)**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for Kitchen utensils 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 **10:00hours on 06.05.2021**.
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 RGTSS\$ 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.....

J. TARUME  
PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Coffee mugs	Each	24		
2	Table spoons	Each	24		
3	Kitchen knives	Each	14		
4	Tea spoons	Each	24		
6	Water glass	Each	24		
7	Table knives	Each	14		
8	Dish towels	Each	8		
9	Kitchen forks	Each	24		
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.  
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*(To be signed by the firm)*