

**Request for Quotation**

**ZIMRA RFQ No: 189/2021**

**SUPPLY AND DELIVERY OF OFFICE FURNITURE**



**DATE OF ISSUE: 10.06.2021**

**CLOSING DATE: 17.06.2021 (1000HRS)**

**CATEGORY: FURNITURE AND FITTING**



**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of **Office Furniture**.

1. Shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead**.
3. Your Price Quotation must be received by the Procurement Management Unit (PMU) by **10:00hours on 15 June 2021**.
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 including VAT. VAT should be shown separately.
7. Prices should be quoted in both USD and local currency as per SI 185 of 2020.
8. Bidders shall submit their bids electronically to [rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw).
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)
13. Additional information: Bidders should attach the following company registration documents;
  - a) Certificate of Incorporation
  - b) CR6 and CR14
  - c) Valid Tax Clearance Certificate
  - d) **Proof of registration with PRAZ**

Signed: .....  
J. TARUME  
PROCUREMENT MANAGER



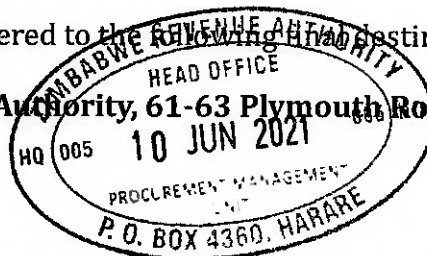
Item	Description of Goods	Unit of Measure	Quantity require	Unit Price	Total Price
1	Office Fridge 170L	Unit	3		
2	Six seater Conference Table	Unit	2		
3	4 Drawer Filling Cabinet	Unit	4		
4	Coffee Table	Unit	1		
5	4 Piece Sofa Fabric	Unit	1		
<b>Grand Total, DAP, ZIMRA Warehouse</b>					
<b>Currency</b>					
<b>Delivery Period: _____ weeks from receipt of order</b>					

**PLEASE NOTE SAMPLES ARE REQUIRED FOR THIS REQUEST AND SHOULD BE SUBMITTED BY TUESDAY 01 JUNE 2021 @1000hrs AT OUR CENTRAL STORES.**

**BIDS WITHOUT SAMPLES WILL NOT BE CONSIDERED.**

**Delivery:** Above items to be delivered to the following 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:**

For and on behalf of

\_\_\_\_\_  
**Name of Authorized Representative**

**Signature and seal of the Supplier:**

