

*CATEGORY: R/M FURNITURE*

**Request for Quotation:  
ZIMRA RFQ No: RFQ196/2023  
REPAIR & MAINTENANCE CHAIRS**



**ZIMRA**  
Zimbabwe Revenue Authority

**DATE OF ISSUE: 05 JULY 2023**

**CLOSING DATE: 08 JULY 2023 AT 1700 HOURS**

NOTE

**PRAZ REGISTRATION FOR THE CATEGORY BEING TENDERED FOR IS A PRE - REQUISITE**

**CATEGORY: R/M FURNITURE**

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the Repair of swivel chairs & Couches as shown on the Specification of goods sheet.

1. Required is the Price Quotation on **your official signed and dated letterhead.**
2. The Procurement Management Unit (PMU) must receive your Price Quotation by 08 July 2023 @1700hrs.
3. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and it is rejected
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 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.
6. **Bidders shall submit their bids electronically to [rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw)**
7. **Physical or Hard copies submission 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
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. Bidders must attach the following documentation on the quotation on submission:
  - Certificate of Incorporation
  - CR14 (now CR6 under the new act) and CR6 (now CR5 under the new act)
  - Company Profile
  - Proof of registration with PRAZ and a Valid NSSA Certificate
14. Expected delivery period is 30 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 or total items whichever is economic to ZIMRA.

Signed: ..... 

G. Savieri **ACTING ZIMRA PROCUREMENT MANAGER**

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GOODS/SERVICE SHEET

Item	Description of Goods Repair & Maintenance	Unit of Measure	Quantity required	Unit Price	Total Price
1	1 SEATER COUCH	Ea.	2		
2	2 SEATER COUCH	EA	2		
3	SWIVEL LEATHER CHAIR	EA	1		
4	SWIVEL EXECUTIVE CHAIR	EA	1		
<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

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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 \_\_\_\_\_

For and on behalf of \_\_\_\_\_

**Name of Authorized Representative**

\_\_\_\_\_

NOTE

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**MEMORANDUM**  
***Zimbabwe Revenue Authority***

To: Procurement Evaluation Committee

From: M Ngara

*MP*  
*a*

Tel: (0242) 252506

Ref: Direct Engagement of Adam Bede

Date: 17.03.2023

**RE: REQUEST TO ENGAGE ADAM BEDE FOR REPAIRING OF SWIVEL CHAIRS**

Reference is made to the above captioned.

Assets Office is requesting for a direct engagement of Adam Bede to repair swivel chairs for Mr. L. Z. Karonga and Mrs. F. Majaja. The chairs were procured from Adam Bede in 2004 and the basis for this request is for technical or artistic reasons apart from the protection of exclusive rights.

The repair to these chairs can only be performed by Adam Bede; hence no reasonable alternative or substitute exists.

It is against this background that Assets Office desires to engaged Adam Bede who is the designer, manufacturer and supplier of the chairs to carry out the repairs.


Recommended/Not Recommended:  *pp* *C Pundo* Date: 17.03.2023  
**C Pundo (Estates and Assets Manager)**

Recommended/Not Recommended:  *D. Mapenzauswa* Date: 17.03.23  
**D. Mapenzauswa (Head Administration)**



**MEMORANDUM**  
**Zimbabwe Revenue Authority**

To: Procurement Evaluation Committee

From: D. Makumborenga 

Tel: (0242) 252506


Ref: Request for Direct Engagement of Adam Bede

Date: 31.08.2022

**RE: REQUEST TO ENGAGE ADAM BEDE FOR UPHOLSTERING OF CHAIRS**

Reference is made to the above captioned.

We do hereby request to engage Adam Bede for upholstering of chairs from the Commissioner General's office. The chairs were procured from Adam Bede in 2004 and the fabric is now worn out. The current repairs and maintenance contractor has no capacity and expertise to repair the chairs. It is against this background that we want to engaged Adam Bede who is the designer and manufacturer of the chairs to do the upholstering to avoid errors. Adam Bede is the only one capable of repairing the chairs to their original state.

Recommended/Not Recommended:   
C. Pundo (Estates and Assets Manager)

Date: 31.08.2022

Recommended/Not Recommended: D. MUPUNDU   
D. Mupundu (Head Administration)

Date: 31.8.22