

# Request for Quotation (RFQ)

RFQ No: 262/2023

## SUPPLY AND FIT OF CURTAINS AND CURTAIN RODS: ZIMRA STAFF HOUSE IN MUTARE

(Category: GF004 Furniture, Office Equipment, Upholstery, Carpeting & Curtaining)



DATE OF ISSUE:		31 AUGUST 2023
SITE MEETING DATE:		4 SEPTEMBER 2023
SITE MEETING VENUE AND TIME:		HOUSE NUMBER 9 CORNWELL ROAD YEOVIL MUTARE @ 1000HOURS
CLOSING DATE & TIME:		7 SEPTEMBER 2023

To: **Suppliers**

Dear Sir/Madam,

1. Please provide your Price Quotation for the supply and fit of curtains for 20 housing units as 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 7 September 2023**
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 Import Duty. VAT should be shown separately.
7. Prices should be quoted in **United States Dollars (US\$) ONLY**
8. Your prices must remain valid for **30 days** from the date of your offer. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
9. Bidders shall submit their bids electronically to [rfq@zimra.co.zw](mailto:rfq@zimra.co.zw)
10. 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.
11. Payment: 100% within 14 days of invoice date and receipt & acceptance of goods, payable in ZWL at the prevailing RBZ rate on date of payment.
12. For further information, contact the undersigned on telephone no. +263242 252156 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) Current and valid tax clearance certificate
  - d) Proof of registration with PRAZ for the category: **GF004 Furniture, Office Equipment, Upholstery, Carpeting & Curtaining**

pp

J. TARUME (MR)

PROCUREMENT MANAGER

## Specification of Goods sheet

Item	Description of Goods	Unit of Measure	Qty	Unit Price US\$ INCL VAT	Total Price US\$ INCL VAT
1.	<p><b>Supply and fit of curtains , lace including curtain rods at house number 9 Cornwell road Yeovil Mutare</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li><b>Materials type/texture/composition:</b> Light weight cotton</li> </ul> <p><b>Window measurements:</b></p> <ul style="list-style-type: none"> <li><b>Kitchen window 2m×2m</b></li> <li><b>Dining windows</b> 2m×3m 1.5m×3m 6m×3m</li> <li><b>Bedroom 1 : 2m×3m</b></li> <li><b>Bedroom 2: 2m×3m</b></li> <li><b>Bedroom 3: 6m×3m</b></li> <li><b>Bathroom 1: 1m×1m</b></li> <li><b>Bathroom 2: 1m×1m</b></li> </ul> <p><b>Curtain rods and end caps to match for all windows</b></p>				
Total cost of Goods, Ex-Factory					
Total cost of Freight/transport					
Value Added Tax					
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

**NB: Bidders are required to provide a statement of compliance with the technical specifications**

**Delivery:** Above items to be delivered to the following final destination(s):  
**House number 9 Cornwell road Yeovil Mutare**

**Expected 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:**

For and on behalf of

\_\_\_\_\_

**Name of Authorized Representative**

**Signature and seal of the Supplier:**

For and on behalf of

\_\_\_\_\_