

**Request for Quotation:
ZIMRA RFQ No. 86/2024**

**SUPPLY DELIVERY INSTALLATION AND COMMISSIONING OF
WORKSTATIONS**



DATE OF ISSUE: 14 March 2024

CLOSING DATE: 21 March 2024 @ 1000 HOURS

To: Supplier

Dear Sir/Madam,

Please provide your Price Quotation for the supply, delivery, installation and commissioning of **2 x 4 seater workstations** 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 21 March 2024 @1000hrs.
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 United States Dollars (USD) inclusive of VAT
6. **Bidders shall submit their bids electronically to rfqs@zimra.co.zw**
7. **Physical or Hard copies submission will not be acceptable**
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: State payment terms.
10. For further information, contact the undersigned on telephone no. +263242 252156 or procurement@zimra.co.zw
11. Bidder must attach the following documentation on the quotation on submission:
 - A valid tax clearance certificate (ITF 263)
 - Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) a must in **Category: SP002 Partitioning, shop and household fittings.**
 - A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents.
 - 3D drawings for the workstations
12. Additional requirements
 - Warranty period must be stated.
 - State the delivery period

Signed:



J. TARUME (PROCUREMENT MANAGER)

USER SPECIFICATIONS

A	B	C
<p><i>Item description and full technical Specification required (including applicable standards)</i></p>	<p><i>Item description and full technical Specification required (including applicable standards)</i></p>	<p><i>{Confirm full specification of items offered by Bidder & compliance of items to detail in column b</i></p>
<p>Workstations (2 x 4 seater)</p>	<p>2 x 4 seater workstations Four (4) seater workstations :</p> <ul style="list-style-type: none"> • Measurements: 3600 x 3600 x 1000mm. • The laminated cubicles consists of solid panels of 1 meter with a top glass at 30cm from the top of the height. • Panels The total thickness of the workstations panels is 6.5 cm. • The panels are to be covered with modified upholstery fabric. In addition, the fabric to be installed on a thin layer of sponge for sound absorption. • The table-top, legs, 3 x side drawers lockable and sides to be made from solid /gum wood.(No chipboard) • Provision of openings (with plastic covers) to be made for power, telephone and network cables. (all in trunking PVCs). 	

Delivery: Above items and Invoices to be delivered to the following final destination(s):

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Deliver to: Zimbabwe Revenue Authority,
 ZB Centre (3rd Floor)
 Cnr First street & Kwame Nkrumah,
 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:

Signature and seal of the Supplier:

For and on behalf _____

For and on behalf of _____

Name of Authorized Representative _____