

Request for Quotation (RFQ)

ZIMRA RFQ No: RFQ138/2021

SUPPLY AND DELIVERY OF:

250 inscribed T-shirts for Covid 19 awareness campaign



DATE OF ISSUE: 22.04.2021

CLOSING DATE: 26.04.2021 AT 10:00 HOURS

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of 250 inscribed t-shirts as shown on the attached Specification of Goods 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 26.04.2021**
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. Prices should be quoted in RTGS\$ as opposed to USD (Nostro)
7. Bidders shall have the option of submitting their bids electronically to rfqs@zimra.co.zw or in the tender box situated at 10th Floor, ZIMRA ZB Centre Offices, Cnr 1st/Kwame Nkrumah Avenue
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. Award will be made on an item by item basis.
10. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
11. For further information, contact the undersigned on telephone no. +263777837523 or procurement@zimra.co.zw

Signed: .....

J TARUME
PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	<p>250 inscribed t-shirts for covid 19 awareness campaign</p> <p>Black and red round neck t-shirts will have a ZIMRA log on front and inscribed at the back as follows:</p> <p><i>"#I have been vaccinated against covid19"</i></p> <p><i>"#Embracing health and safety"</i></p>	Each	250		
Value Added Tax					
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

NB: Bidders are also encouraged to view the sample at the below address

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 7-14 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:

Signature and seal of the Supplier:

For and on behalf of

For and on behalf of

Name of Authorized Representative

INTERNAL REQUEST FOR THE SUPPLY OF GOODS/SERVICES

To: Head Administration / Procurement Manager / HR & Administration Manager / Administration Officer / Administration Assistant / Procurement Assistant

Requisitioner Information

Date.....20/04/2021.....

Requisitioner: ...Mr. R Charindeguta..... 

Division/Department...HR and HCD..... Tel/Cell:

Delivery Location.....ZB Centre..... Cost Centre.....451000.....

QUANTITY	UNIT OF MEASURE	ITEM DESCRIPTION	ESTIMATED COST
.....	<p>Procurement for 250 t-shirts for Regional Covid19 awareness campaign slated for 2nd quarter 2021.</p> <p>The round neck t-shirts will have a ZIMRA log on front and inscribed at the back as follows:</p> <p>"#I have been vaccinated against covid19" "#Embracing health and safety"</p>

a) DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED

..... Yes.....

b) QUOTATION SOURCED FROM THE FOLLOWING SUPPLIER:

.....N/A.....

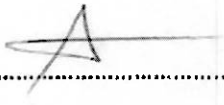
c) CONFIRMATION OF AVAILABILITY OF FUNDS

.....Funds are available

APPROVED BY: COMMISSIONER / DIRECTOR / HEAD OF SECTION / STATION MANAGER

T. Zvumoyo

NAME



SIGNATURE

21/04/21

DATE