RETENDER

ZIMRA RFQ No: 343/2021

SUPPLY AND DELIVERY OF GROCERIES

ZIMRA
Zimbabwe Revenue Authority

CATEGORY: Groceries, Teas and Sugars

DATE OF ISSUE: **03 September 2021**

CLOSING DATE: **09 September 2021 AT 1000 HOURS**

To: **Suppliers:**

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

1. Shown on the attached Specification of Goods sheet.

2. Please provide the Price Quotation on **your official signed and dated letterhead.**

3. The Procurement Management Unit (PMU) must receive your Price Quotation by **09 September 2021 at 1000hrs.**

4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and rejected.

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 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.

7. Bidders shall submit their bids electronically to rfqs@zimra.co.zw. Physical/Hard copy submissions will not be acceptable except for the samples only

8. **You must also submit a sample of the material(s) quoted by 1000hours on 09 September** 2021 **and these will be used as part of the evaluation process for this request. Samples should be delivered at** ZIMRA Head Office, ZB Centre, Corner Kwame Nkrumah & First Street, Harare.

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. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.

11. For further information, contact the undersigned on telephone no. +263242 773 040 or procurement@zimra.co.zw

12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
    - Certificate of Incorporation, CR5 and CR6
    - Company Profile
    - Proof of registration with PRAZ
    - A Valid NSSA Certificate

13. **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.**

14. Expected delivery period is 3 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 PRAZ.

15. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: ....

J TARUME

PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	HANDY ANDY 750ML	Each	600		
2	ROOIBOS TANGANDA NATRA FRESH 200G	Each	3 000		
3	MAZOE ORANGE 2L	Each	2 400		
4	MAZOE BLACKBERRY 2L	Each	1 200		
5	POWDERED MILK (DENDAIRY) 400G	Each	2 736		
6	DISH WASHER 750ml	Each	3 000		
7	POWDER MILK (EVERYDAY) 400G	Each	3000		
8	TISSUE ROLLS (WISH)	Each	15 000		
9	TISSUE ROLLS (LULU)	Each	15 000		
Value Added Tax					
Grand Total, DAP, ZIMRA Kurima House					
Currency					
Delivery Period: _____________ weeks from receipt of order					

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 Suppler:**
For and on behalf of	For and on behalf of
________________________	________________________

Name of Authorized Representative