

**Request for Quotation:  
ZIMRA RFQ No: RFQ64/2023**

**SUPPLY & DELIVERY OF GENERATOR FILTERS**



**ZIMRA**  
Zimbabwe Revenue Authority

**DATE OF ISSUE: 06 MARCH 2023**

**CLOSING DATE: 08 MARCH 2023 AT 1000 HOURS**

NOTE

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


**CATEGORY: REPAIR & MAINTENANCE PLANT & MACHINERY**

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **Generator Filters** 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 8 March 2023 @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 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:  ..... 03/03/2023  
**TARUME (ZIMRA PROCUREMENT MANAGER)**

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*CATEGORY: REPAIR & MAINTENANCE PLANT & MACHINERY*

**GOODS/SERVICE SHEET**

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1.	FUEL FILTER - 2650143	Ea.	40		
2.	FUEL FILTER - 26560145	Ea.	40		
3.	FUEL FILTER - 26561117	Ea.	50		
4.	AIR FILTER - P772580	Ea.	10		
5.	AIR FILTER - (22KVA)PK	Ea.	10		
<i>Grand Total, DAP, ZIMRA Warehouse</i>					
<i>Currency</i>					
<i>Delivery Period: _____ weeks from receipt of order</i>					

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

**Delivery:** Above items and Invoices 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**

NOTE

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

**CATEGORY: REPAIR & MAINTENANCE PLANT & MACHINERY**

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** \_\_\_\_\_

NOTE

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



# Display Purchase Req. 10100564

Purchase Req. 10100564

10/10/2022 10:10:56 AM

Document Overview On



Purchase Requisition

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Texts



Header note

Any...

for stock replenishment

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Item A

I

Material

Short Text

Quantity Unit

C Delivery Date

Material Group

Plant

Stor. Location

PGr

Requested By

Item A	Material	Short Text	Quantity Unit	C Delivery Date	Material Group	Plant	Stor. Location	PGr	Requested By
10	2000387	FUEL FILTER 2650143	40 EA	D 25.04.2022	R&M Motor Ve...	Head Office Kurr	Glens Whse	004	mupandat
20	2000386	FUEL FILTER 26560145	40 EA	D 25.04.2022	R&M Motor Ve...	Head Office Kurr	Glens Whse	004	mupandat
30	2000388	FUEL FILTER 26561117	50 EA	D 25.04.2022	R&M Motor Ve...	Head Office Kurr	Glens Whse	004	mupandat
40	2000378	AIR FILTER-P772580	10 EA	D 25.04.2022	R&M Motor Ve...	Head Office Kurr	Glens Whse	004	mupandat
50	2001260	AIR FILTER (22KVA) -PK 1353	10 EA	D 25.04.2022	R&M Plant & E...	Head Office Kurr	Glens Whse	004	mupandat