

Request for Quotation:

ZIMRA RFQ No: 159/2022 (Retender)

Provision of Writing and Designing of the 2021 ZIMRA Annual Report.



DATE OF ISSUE: 11.05.2022

CLOSING DATE: 13.05.2022

CATEGORY: MEDIA PRODUCTS



To: Suppliers

Dear Sir/Madam,

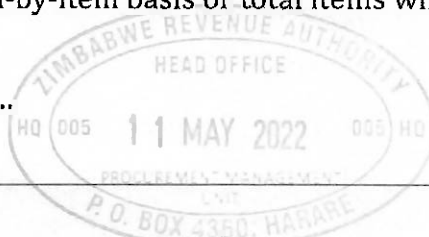
Please provide your Price Quotation for **Provision of Writing and Designing of The 2021 ZIMRA Annual Report**.

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 **13.05.2022 @1000hrs**.
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 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 ONLY**. Physical/Hard copy submissions 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**
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. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation, CR6 (CR5 under new Act) and CR14 (CR6 under new Act)
 - Company Profile
 - Proof of registration with PRAZ
 - A Valid NSSA Certificate
13. 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 the regulator (PRAZ).
14. 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	Provision of Writing and Designing of the 2021 ZIMRA Annual Report.	Each	1		
Grand Total, DAP, ZIMRA KURIMA HOUSE					
Currency					
Delivery Period: _____ weeks from receipt of order					

Mandatory Requirement:

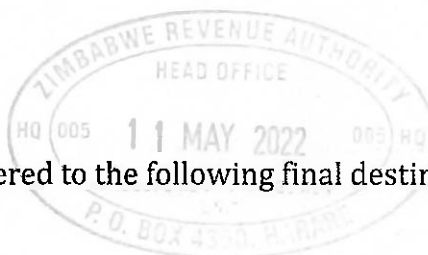
1. Bidders should provide physical address of their fully equipped designing studio manned with qualified Graphic designers
2. Provide at least 3 CVs and certified copies of qualifications of the Graphic Designers employed full time.
3. Provide at least 3 samples hard copies of Annual Reports designed

Failure to meet the above mandatory requirement will lead to automatic disqualification.

Specifications:

1. The document should have about 150 pages inclusive of picture and covers.
2. The structure of the report will be provided.
3. All materials for the report will be provide.
4. Spacing of the text should be one and half
5. The document should be in full colour
6. The cover should be fold at the back at the back
7. The cover should be letter press foiled
8. Provided one hard copy

Delivery: Above items to are be delivered to the following final destination(s):
ZB Centre



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

