

**Request for Quotation**

**ZIMRA RFQ No: 233/2022**

**SUPPLY AND DELIVERY OF STUDIO EQUIPMENT**



**ZIMRA**  
Zimbabwe Revenue Authority

**DATE OF ISSUE: 18.05.2022**

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**CLOSING DATE: 24.05. 2022**

**CATEGORY: MEDIA PRODUCTS**



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To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of studio equipment.

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 24.05.2022 @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](mailto: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](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
  - PRAZ registration number
12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
  - Certificate of Incorporation, CR6 and CR14
  - 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: .....

P TICHARWA

ACTING PROCUREMENT MANAGER



Item	Description of Goods	Unit of Measure	Quantity require	Unit Price	Total Price
1	<b>Camera tripod stand</b> Size: 75" Color: Black Compatible Devices Projector, Monitor, Camcorder, Tablet, Camera, Cellphone Material ABS, Aluminum, Rubber Tripod Head Type Ball Heads Color Black Maximum Height 190 Centimeters Folded Size 23 Number of leg sections 4	Each	2		
2	<b>Smartphone tripod stand</b> Size: 75" Color: Black Compatible Devices Projector, Monitor, Camcorder, Tablet, Camera, Cellphone Material ABS, Aluminum, Rubber Tripod Head Type Ball Heads Color Black Maximum Height 190 Centimeters Folded Size 23 Number of leg sections 4	Each	2		
3	<b>Phone ring light</b> Brand AIXPI Connectivity Technology Bluetooth, USB Hardware Interface Bluetooth, USB Wireless Communication Technology Bluetooth About this item <b>【Dimmable Ring Light】</b> AIXPI 10" Ring Light features 3 light colors (Warm, Cool White, Daylight) and 10 levels brightness in each color, 30 options in total. <b>【Adjustable &amp; Stable Tripod】</b> Extending from 13.6" to 59", the stable tripod can be adjusted to any height within as needed, short enough to stand on tabletop, tall enough to fit your height. And you can install a camera or phone on the	Each	4		



	<p>top of the tripod stand, it can be used as a camera stand also</p> <p><b>【Large ring light】</b>Rather than placing the cellphone outside the ring, our ring light is big enough that you can place your cellphone in the ring to make the most of this circle light.The phone clip can be extended to 3.93inch(10cm), it is compatible with most smartphones.</p> <p><b>【USB Powered】</b>The USB ports can be used with multiple devices,such as connect USB charger, mobile power, computer host and laptop. You will be able to enjoy LED ring light at any time freely!</p> <p><b>【Package Included】</b>The product package includes a 10" ring light, a tripod stand, a hot shoe mount, a metal ball mount, a phone clip and bluetooth remote.</p>				
4	<p><b>Studio lighting equipment</b></p> <ul style="list-style-type: none"> <li>• Softbox</li> <li>• Umbrella</li> <li>• Floodlight kit</li> <li>• Strip softbox</li> </ul>	Each	2		
5	<p><b>White studio backdrop</b></p> <ul style="list-style-type: none"> <li>• Color White</li> <li>• Size 8ftx10ft</li> <li>• Brand GFCC</li> <li>• Occasion Graduation, Wedding</li> <li>• About this item</li> <li>• 8ftx10ft White photography backdrop background, 100% polyester, completely seamless, offer a good result for shooting. Only the backdrop, no include a stand.</li> <li>• It can be used on both sides, washable, ironable, foldable, durable, light weight, and good vertical feeling, easy to store and carry. And it has a 3.2inch rod pocket in the top to hang backdrop.</li> <li>• Perfect for television, video production and home decoration,</li> </ul>	Each	2		



	<p>weddings, parties, newborns, children or product photography. Available in a choice of colours, custom are welcome.</p> <ul style="list-style-type: none"> <li>• This backdrop is cleaned easily, using warm water and a gentle detergent, that help the backdrop remain looking like new. If necessary, pls iron the surface with steam iron but not dry iron.</li> <li>• The large size of background is suitable for shooting large scenes, many people can also take photos together, and a large number of photographic props can be placed around.</li> </ul>				
<b>Grand Total, DAP, ZIMRA Warehouse</b>					
<b>Currency</b>					
<b>Delivery Period: _____ weeks from receipt of order</b>					

**Delivery:** Above items 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**

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**



**Annexure for studio equipment**

<p><b>Camera lenses</b></p>	
<p><b>4 x Camera tripod stand</b></p>	 <p>Size: 75" Color: Black Compatible Devices Projector, Monitor, Camcorder, Tablet, Camera, Cellphone</p> <p>Material ABS, Aluminum, Rubber Tripod Head Type Ball Heads Color Black Maximum Height 190 Centimeters Folded Size 23 Number of leg sections 4</p>
<p><b>4 x Phone ring light</b></p>	 <p>Brand AIXPI</p>

Connectivity Technology Bluetooth, USB

Hardware Interface Bluetooth, USB  
Wireless Communication Technology  
Bluetooth

About this item

**【Dimmable Ring Light】**AIXPI 10" Ring Light features 3 light colors (Warm, Cool White, Daylight) and 10 levels brightness in each color, 30 options in total.

**【Adjustable & Stable Tripod】**Extending from 13.6" to 59", the stable tripod can be adjusted to any height within as needed, short enough to stand on tabletop, tall enough to fit your height. And you can install a camera or phone on the top of the tripod stand, it can be used as a camera stand also

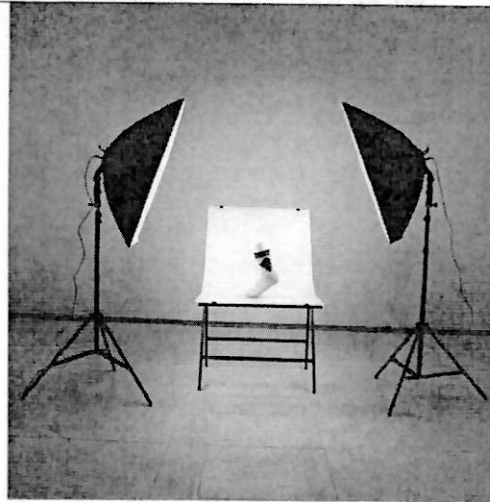
**【Large ring light】**Rather than placing the cellphone outside the ring, our ring light is big enough that you can place your cellphone in the ring to make the most of this circle light. The phone clip can be extended to 3.93inch(10cm), it is compatible with most smartphones.

**【USB Powered】**The USB ports can be used with multiple devices, such as connect USB charger, mobile power, computer host and laptop. You will be able to enjoy LED ring light at any time freely!

**【Package Included】**The product package includes a 10" ring light, a tripod stand, a hot shoe mount, a metal ball mount, a phone clip and bluetooth remote.

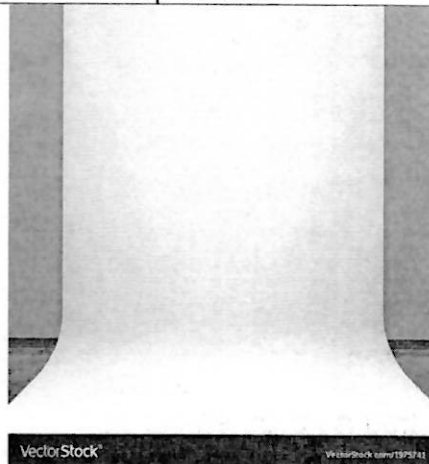


## 2 x Studio lighting equipment



- Softbox
- Umbrella
- Floodlight kit
- Strip softbox

## 2 x white studio backdrop



- Color White
- Size 8ftx10ft
- Brand GFCC
- Occasion Graduation, Wedding
- About this item
- 8ftx10ft White photography backdrop background, 100% polyester, completely seamless, offer a good result for shooting. Only the backdrop, no include a stand.
- It can be used on both sides, washable, ironable, foldable, durable, light weight, and good vertical feeling, easy to store and carry. And it has a 3.2inch rod pocket in the top to hang backdrop.

	<ul style="list-style-type: none"><li>• Perfect for television, video production and home decoration, weddings, parties, newborns, children or product photography. Available in a choice of colours, custom are welcome.</li><li>• This backdrop is cleaned easily, using warm water and a gentle detergent, that help the backdrop remain looking like new. If necessary, pls iron the surface with steam iron but not dry iron.</li><li>• The large size of background is suitable for shooting large scenes, many people can also take photos together, and a large number of photographic props can be placed around.</li></ul>
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