

**Request for Quotation:
ZIMRA RFQ No: RFQ142/2023**



DATE OF ISSUE: 16 MAY 2023

CLOSING DATE: 18 MAY 2023 AT 1000 HOURS

NOTE

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

CATEGORY: NON-CONSULTANCY MATERIALS

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the photography services as shown on the Specification of services/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 18 May 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
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
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

Signed:.....

J. Tarume ZIMRA PROCUREMENT MANAGER

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GOODS/SERVICE SHEET

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	IMF MISSION PHOTOGRAPHY SERVICES	Ea.	4		
2	WCO PHOTOGRAPHY SERVICES	EA	4		
3	UNDP PHOTOGRAPHY SERVICES	EA	2		
4	ATAF PHOTOGRAPHY SERVICES	EA	1		
5	ATAF PHOTOGRAPHY SERVICES	EA	1		
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

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

THIS AGREEMENT number ____ made on _____, __ between
_____ (hereinafter called "the Purchaser") on the one part and
_____ (hereinafter called "the Supplier") on the other part.

NOTE

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

CATEGORY: NON-CONSULTANCY MATERIALS

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

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RFD 142/2023

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: 23 March 2023

Requisitioner: Tapiwa E Marunda

Division/Department: Corporate Affairs Division

Tel/Cell: 0773 223 277

Delivery Location: ZB Centre 5th Floor – International Affairs Cost Centre 483000

QUANTITY	UNIT OF MEASURE	ITEM DESCRIPTION	ESTIMATED COST
	EACH	Request for Photography services for 10 upcoming missions in Harare for 1hour per mission: <ul style="list-style-type: none">• IMF Missions; x4• WCO events; x2• UNDP missions; x2• ATAF missions; x1• OECD missions x1	3000

a) DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED

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b) QUOTATIONS SOURCED FROM THE FOLLOWING SUPPLIERS:

.....

c) CONFIRMATION OF AVAILABILITY OF FUNDS

Yes S Chivandire  120423

.....

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

Inzwirashwe C Muwonwa

NAME



SIGNATURE

23/03/2023

DATE