

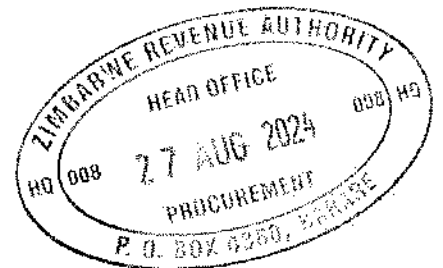
**Request for Quotation**

**ZIMRA RFQ No: 162/2024**

**PROVISION OF AUCTIONEERING SERVICES TO CARRYOUT RUMMAGE  
SALE OF UNCLEARED AND FORFEITED GOODS FOR A PERIOD OF FOUR  
(4) MONTHS – BEITBRIDGE BORDER POST**



**ZIMRA**  
Zimbabwe Revenue Authority



**DATE OF ISSUE: 27.08.2024**

**CLOSING DATE: 30.08. 2024**

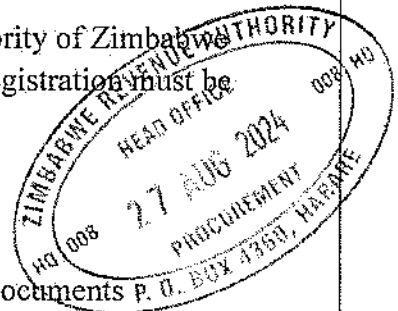
**CATEGORY: SA003 AUCTIONEERING SERVICES**

**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for provision of auctioneering services to carryout rummage sale of uncleared and forfeited goods for four (4) months.

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 30.08.2024 @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 as per financial table below and payment will be made as per bidder's commission rate.  
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.
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:
  - Suppliers must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) - Category SA003 for auctioneering services and proof of registration must be submitted with the bid.
  - A valid NSSA registration certificate
  - A valid tax clearance certificate (ITF 263)
  - VAT certificate or Proof of registration for VAT.
  - A copy of CR 14, CR6, a Certificate of Incorporation or equivalent documents



- Declaration of any Litigation. It must be from Bidder's Attorney/Legal Practitioner on company letter head and signed for. If any, details of fraud case/ litigation should be specified and how this may affect the contract. Bidders in litigation for the auctioneering services will automatically be disqualified.
- Bidders with any current dispute with ZIMRA will automatically be disqualified.
- Bidders must confirm in writing the following on their Company letter head and signed for:
  - a) to have the legal capacity to enter into a contract;
  - b) not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances
  - c) Not owing ZIMRA any proceeds from any auctioneering services conducted before. Bidders with outstanding proceeds from auctioneering services will automatically be disqualified
- Bidders must have five (5) years' experience in the successful provision of similar services.
- Security of goods -bidders must confirm in writing on company letter head and signed for that they provide their own security after being handed over auction items.

**12.** Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:

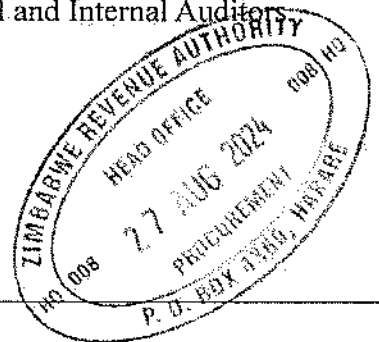
- Certificate of Incorporation, CR6 and CR14
- Company Profile
- Proof of registration with PRAZ
- A Valid NSSA Certificate

**13.** In the event of a tie, a raffle will be conducted in order to select the winning bidder for the tender in the presence of an independent observer from ZIMRA Loss control and Internal Auditors.

Signed:  .....

J Tarume

**PROCUREMENT MANAGER**



**Financial proposal**

Description	Compliant /Non - Compliant
Bidders <b>must</b> state:	
1. Percentage (%) Commission rate on gross proceeds.	
2. Percentage % Commission rate charged to the buyer.	
3. Administrative fees (US\$)	
4. Any other fees (US\$)	

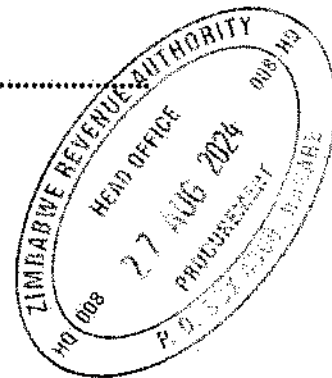
**List of Services and Price Schedule**

Bidders **must** complete all columns in the table below:

Region	Site	% Commission rate on Gross Proceeds	% Commission rate charged to buyers.	Administrative fees (US\$)
Beitbridge	<ul style="list-style-type: none"> <li>Beitbridge Border Post</li> </ul>			

Any other fees state in US\$.....

**A bid without information as requested will automatically be disqualified**



**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

\_\_\_\_\_

