ZIMRA RFQ No. 39/2025

SUPPLY AND DELIVERY OF ZIMRA BRANDED UMBRELLAS.

ZIMRA
Zimbabwe Revenue Authority

DATE OF ISSUE: **28 February 2025.**

CLOSING DATE: **05 March 2025 @ 1000 Hours.**

To: **Suppliers**
Dear Sir/Madam,
Please provide your Price Quotation for the **supply and delivery of ZIMRA branded umbrellas** as shown on the specification of goods sheet.

1. Required is the Price Quotation in US$ (Payable in ZiG at the prevailing RBZ interbank on the date of payment) on **your official signed and dated letterhead.**

2. The Procurement Management Unit (PMU) must receive your Price Quotation by **05 March 2025 @1000hrs.**

3. Any bid received by the Purchaser after the deadline for submission of bids will be rejected.

4. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.

5. 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 ONLY.** Physical /hard copy submissions will not be acceptable except for samples.

7. **Bidders shall submit their samples on or before 05/03/2025 @ 10.00 Hrs. Submission address is ZB Centre corner 1st Street and Kwame Nkrumah 10th Floor.**

8. Award shall be done based on samples submitted and an order/contract shall be placed with the bidder who offers the selected sample, 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 cell phone no. +263 718 291 168 or procurement@zimra.co.zw

11. Additional information Required from Bidders:
    - Proof of registration with PRAZ indicating category on the header of this document.
    - 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 to accompany 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 5 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 PRAZ.

15. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: ……………………………………………
TSAKURA .E (ACTING PROCUREMENT MANAGER)

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1.	**Supply and delivery of ZIMRA branded umbrellas :** • Waterproof canvas, synthetic fibre, pongee fabric or nylon material (or equivalent). • Steel or fibre (or equivalent) glass frame • Able to withstand strong winds and heavy rain. • UV protection. • Can be printed with a company logo. • Large canopy.	Ea.	170		
NB SAMPLES SHALL BE SUBMITTED TO ZIMRA HEAD OFFICE CNR 1ST STREET & KWAMEH NKRUMAH 10TH FLOOR BY 05/03/2025 1000 Hrs. SUBMISSION OF SAMPLES IS MANDATORY.					
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 soft copy 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.

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

____

Name of Authorized Representative

Signature and seal of the Suppler:

For and on behalf of

____