



REQUEST FOR QUOTATION (RFQ)
RFQ NO. 161/2025 ZIMRA SHOW STAND DESIGN KWEKWE
FOR THE PROCUREMENT OF NON-COMPLEX WORKS

PROCURING ENTITY:

ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE:	15 SEPTEMBER 2025
SITE VISIT DATE/ TIME:	18 SEPTEMBER 2025 @1100HOURS
SITE VISIT VENUE	ZIMRA STAND KWEKWE
CLOSING DATE/TIME:	23 SEPTEMBER 2025@1000HOURS

PRAZ CATEGORY: SE 003 EVENTS MANAGEMENT, EXHIBITION FACILITIES, STAND BUILDINGS AND EVENTS HIRE

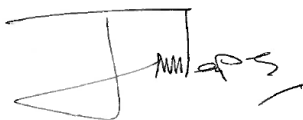
SEPTEMBER 2025

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **ZIMRA stand design for Kwekwe** as shown on the Specification of 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 **23 September 2025 @ 1000hrs**.
3. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price including a cost breakdown.
4. Prices should be quoted in USD and payment will be made in ZWG at the prevailing RBZ rate of the day. Bidders should indicate whether they charge/ do not charge VAT on their prices.
5. **Bidders shall submit their bids electronically to [e-GP portal](#)**
6. **Physical or hard copies submission will not be accepted.**
7. 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.
8. Payment: 100% within 15 days of invoice date and receipt & acceptance of goods.
9. For further information, contact the undersigned on telephone no. +263242 890813 or procurement@zimra.co.zw
10. Bidders must attach the following documentation on the quotation on submission:
 - i. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe
Category: SE003 Events Management, Exhibition Facilities, Stand Buildings and Events Hire
 - ii. A valid tax clearance certificate (ITF 263)
 - iii. Certificate of Incorporation
 - iv. CR14 (now CR6 under the new act) and CR6 (now CR5 under the new act)
 - v. Company Profile
 - vi. A Valid NSSA Certificate
 - vii. Site visit certificate
 - viii. 3D Pictorial/Graphic design of the Kwekwe show stand
 - ix. Cost breakdown stating unit and total prices
11. 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 the regulator (PRAZ).



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J. TARUME (MR)
PROCUREMENT MANAGER

Financial proposal

QTY	Description of Goods	Bidder's response Unit Cost (US\$) Incl. VAT	Bidder's response Total Cost (US\$) Incl. VAT
ZIMRA KWEKWE SHOW STAND DESIGN AND DECORATION			
4	Provision of 4 x Counters clearly marked: -Customs and Excise -Domestic Taxes -TaRMs -Fiscalisation Data Management System (FDMS)		
8	Counter stools		
1	T V 75 inch LED		
1	Fresh large entrance pot flowers		
4	Fresh flowers for counters		
1	Executive sitting couch		
2	Electric banners		
2	Pamphlet holder		
8	Electrical installations with power points on each counter and back office.		
1	4 x 4 square meters floor carpet		
Grand Total			
Currency (US\$)			

Bids without 3 D Pictorial/Graphic design of the Kwekwe show will automatically be disqualified

Delivery address of the required services is :

Zimbabwe Revenue Authority,
ZIMRA show stand
Kwekwe

Technical compliance sheet

QTY	Description of Goods	Bidder's response Compliant /not compliant
4	Provision of 4 x Counters clearly marked: -Customs and Excise -Domestic Taxes -TaRMs -Fiscalisation Data Management System (FDMS)	
8	Counter stools	
1	T V 75 inch LED	
1	Fresh large entrance pot flowers	
4	Fresh flowers for counters	
1	Executive sitting couch	
2	Electric banners	
2	Pamphlet holder	
8	Electrical installations with power points on each counter and back office.	
1	4 x 4 square meters floor carpet	

SITE VISIT CERTIFICATE:

CERTIFICATE OF ATTENDANCE WILL BE ISSUED DURING THE MEETING

The original signed certificate of Site meeting must be submitted together with the tender document.

Tender	RFQ 161/2025	ZIMRA SHOW STAND DESIGN KWEKWE	
Name of Company			
Name of Company Representative			Signature
Designation			
Date of Site meeting		18 SEPTEMBER 2025	Time 1100 Hours
Location:		ZIMRA SHOW STAND KWEKWE	
Name of ZIMRA Representative			Signature & Stamp
Designation			

This original Site meeting certificate must be attached together with your tender documents on or before the closing date and time on submission of the tenders.

Tenders without the completed site meeting certificate shall be rejected. The site meeting certificate must be signed by the designated representative of the tenderer on the day of the meeting.

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 Supplier:

For and on behalf of _____