REQUEST FOR QUOTATION (RFQ)

RFQ NO. 133/2025 SUPPLY AND DELIVERY OF WATER COOLERS & COUNTER STOOLS FOR THE PROCUREMENT OF GOODS

PROCURING ENTITY: **ZIMBABWE REVENUE AUTHORITY**

DATE OF ISSUE:	**16 JULY 2025**
CLOSING DATE/TIME:	**21 JULY 2025@ 1000HOURS**

PRAZ CATEGORY: GF004 FURNITURE, OFFICE EQUIPMENT, UPHOLSTERY, CARPETING & CURTAINING PRODUCTS

JULY 2025

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **supply and delivery of water coolers and counter stools 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 **21 July 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. 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 773 040 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 **PRAZ Category: G F 004 Furniture, Office Equipment, Upholstery, Carpeting & Curtaining Products.**
    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
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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T C TAZIWA (MR)
ACTING PROCUREMENT MANAGER

Goods/Service Sheet

Lot No.	Description of Goods	Qty	Unit Price (US$) Incl. Vat	Total Price US$ Incl. VAT
1	Water Dispenser (coolers) top loading. Standard hot & cold outlets	**25**		
2	Office counter stool swivel (fabric) with arms and leg rest	**5**		
Grand Total US$				
Currency: US$				

Notes

1. *The tender will be awarded per Lot.*
2. *Bidders must bid for the whole Lot.*
3. *The award of one lot must not be conditional to the award of the other Lot.*

Delivery address of the required services is :

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 Suppler:**
For and on behalf _________________________	For and on behalf of
Name of Authorized Representative	___________________________