



ZIMRA
Zimbabwe Revenue Authority

REQUEST FOR QUOTATION (RFQ)
RFQ NO. 131/2025 ZIMRA SHOW STAND DESIGN GWANDA
FOR THE PROCUREMENT OF NON-COMPLEX WORKS

PROCURING ENTITY:

ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE:	16 JULY 2025
SITE VISIT DATE/ TIME:	23 JULY 2025 @1100HRS
SITE VISIT VENUE	ZIMRA SHOW STAND GWANDA
CLOSING DATE/TIME:	30 JULY 2025 @ 1000HRS

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

JULY 2025



To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **ZIMRA stand design for Gwanda** 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 **30 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
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. Pictorial/Graphic design of the Gwanda show stand
 - ix. Cost breakdown
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).


J. TARUME (MR)
PROCUREMENT MANAGER



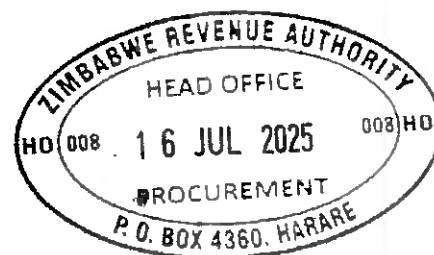
Goods/Service Sheet

Item	Description of Goods	Bidder's response; Compliant / not compliant
1	• Prospective designer to submit and make a presentation of a creative concept for the stand design which depicts ZIMRA's core business, Domestic taxes, customs and border control. • Designer to state type of material to be used on to brand the already existing structure • To provide Five (5) Counters areas clearly marked Customs and Excise; Domestic Taxes; TaRMS and Fiscalisation and Integrity desk • Provision of 3 chairs per counter two for the stand manners and one for the visitor. • Provide exhibition shade for 2 dog handlers and sniffer dogs • Provide 2 LED screens to screen video content provided by ZIMRA • Provide 2 Large live flowers • Provide small fresh flowers for each counter • Provide other electrical installations with power points on each counter • Provide lighting in the stand with a modern creative feel ie roud lights or mood lights • PA System and DJ for activation at the stand • Provide pamplet holder • Provide flag poles for zim and zimra flags • Supply and mounting 2 x portrait of the President *SUPPLIER TO ITEMISE/STATE THE EXACT QUANTITIES TO BE USED ie a proper BOQ	
Grand Total US\$		
Currency: US\$		

Bids without Pictorial/Graphic design of the Masvingo show will automatically be disqualified

Delivery address of the required services is :

Zimbabwe Revenue Authority,
ZIMRA show stand
Gwanda showgrounds
GWANDA



SITE VISIT CERTIFICATE:

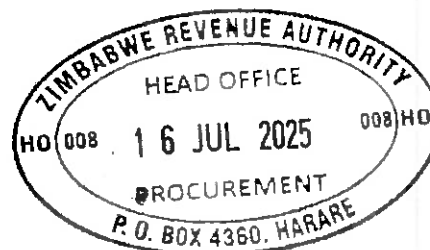
CERTIFICATE OF ATTENDANCE WILL BE ISSUED DURING THE MEETING

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

Tender	RFQ 131/2025	ZIMRA SHOW STAND DESIGN GWANDA	
Name of Company			
Name of Company Representative			Signature
Designation			
Date of Site meeting			Time 1100 Hours
Location:		ZIMRA STAND GWANDA SHOWGROUNDS GWANDA	
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 _____

