

REQUEST FOR QUOTATION (RFQ)
RFQ NO. 127/2025 ZIMRA SHOW STAND DESIGN MASVINGO
FOR THE PROCUREMENT OF NON-COMPLEX WORKS



PROCURING ENTITY:

ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE:	3 JULY 2025
SITE VISIT DATE/ TIME:	10 JULY 2025 @1100HOURS
SITE VISIT VENUE	ZIMRA STAND MASVINGO SHOWGROUNDS
CLOSING DATE/TIME:	17 JULY 2025@1000HOURS

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 Masvingo** 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 **17 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 Masvingo 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).



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J. TARUME (MR)
PROCUREMENT MANAGER

Goods/Service Sheet

Item	Description of Goods	Unit of Measure	Quantity	Unit Price	Total Price
1	<p>Exhibition Stand Concept</p> <p>Border Post Concept with Green and Red Route</p> <p>Functional Layout Description</p> <p>1. Welcome Zone (Entrance Archway)</p> <ul style="list-style-type: none"> • Styled like a border gate with ZIMRA insignia • Customs signage (e.g., “Declare All Goods”) • Two directional signs: Green Route → / Red Route → <p>2. Green Route Experience (Nothing to Declare)</p> <ul style="list-style-type: none"> • A walk-through corridor • Features: <ul style="list-style-type: none"> ○ Customs officer booth ○ 1 x LED screen to be used to showcase videos explaining duty-free allowances <p>3. Red Route Experience (Goods to Declare)</p> <ul style="list-style-type: none"> • More detailed, immersive space with: <ul style="list-style-type: none"> ○ Mock baggage scanner and inspection table ○ 1 x LED screen to be used to showcase videos explaining duty charges. <p>4. TaRMS Digital Services Interactive Hub</p> <ul style="list-style-type: none"> • TaRMS Hub Theme: “Do It All Online with TaRMS” 	EACH	1		

Item	Description of Goods	Unit of Measure	Quantity	Unit Price	Total Price
	<ul style="list-style-type: none"> • Key features displayed: <ul style="list-style-type: none"> ○ E-filing ○ Tax payments ○ Return submissions ○ Profile management • The TaRMS Interactive Hub should have 4 work stations for ZIMRA staff; to be used as information desk for public queries and should have 2 visitor’s chairs and 1 x LED screen to be used to showcase Domestic Taxes videos. <p>5. Photo Booth Corner</p> <ul style="list-style-type: none"> • “I Declared at the Border!” backdrop • Props: mock suitcases. 				
	Grand Total US\$				
	Currency: US\$				
	Delivery Period _____ weeks from receipt of order				

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
 Masvingo showgrounds
 Masvingo

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 127/2025	ZIMRA SHOW STAND DESIGN MASVINGO	
Name of Company			
Name of Company Representative			Signature
Designation			
Date of Site meeting	10 July 2025	Time 1100 Hours	
Location:		ZIMRA STAND MASVINGO SHOWGROUNDS MASVINGO	
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:

Signature and seal of the Supplier:

For and on behalf _____

For and on behalf of _____

Name of Authorized Representative
