

**CATEGORY: COMPUTER CONSUMABLES & STATIONERY**

**Request for Quotation (RFQ)**

**ZIMRA RFQ No: 173/2021**

**SUPPLY AND DELIVERY OF:**

**BOND PAPER.**



**DATE OF ISSUE: 11 MAY 2021**

**CLOSING DATE: 14 MAY 2021 AT 1000 HOURS**

**NOTE**

**PRAZ REGISTRATION FOR THE CATEGORY BEING TENDERED FOR IS A PRE - REQUISITE**

*RT.*

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**To: Suppliers**

Dear Sir/Madam,

1. Please provide your Proforma Invoice for Bond Paper.
2. Please provide the Proforma Invoice on **your official signed and dated letterhead**
3. Your Price must be received by the Procurement Management Unit (PMU) by **1000hours on 13 May 2021** through e-mail ([rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw))
4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
5. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
6. Prices should be quoted including VAT. VAT maybe be shown separately.
7. Prices should be quoted in RTGS\$ as opposed to USD (Nostro)
8. Bidders shall have the option of submitting their bids electronically to ([rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw)) or in the tender box situated at 10<sup>th</sup> Floor, ZIMRA ZB Centre Offices, Cnr. 1<sup>st</sup>/Kwame Nkrumah Avenue
9. 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.
10. Award may be made on an item by item basis.
11. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
12. For further information, contact the undersigned on telephone no. +263777837523 or [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)
13. Mark your items in case of returns
14. Copy of CR14, CR6, Certificate of Incorporation or equivalent documents, Valid Tax Clearance

*Signed:* [Signature withheld]

T C Taziwa

Acg. MANAGER: PROCUREMENT MANAGEMENT UNIT

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Item	Description of Goods/Service	Unit of Measure	Qty required	Unit Price	Total Price
1	BOND PAPER	Ea.	2 215		
Value Added Tax					
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

**NB: Bidders are also encouraged to view the sample at the below address**

**Delivery:** Above items to be delivered to the following final destination(s):  
**Zimbabwe Revenue Authority, 61-63 Plymouth Road, Enfield Complex, Southerton, Harare.**

**Delivery period:** Within 7-14 Days of receipt of Purchase Order.  
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*TC.*

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**(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 of

For and on behalf of

\_\_\_\_\_  
**Name of Authorized Representative**

**NOTE**

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