

**RETENDER**  
**Request for Quotation:**

**ZIMRA RFQ No: 441/2021**

**SUPPLY AND DELIVERY OF KITCHENWARE**



**DATE OF ISSUE: 22.11.21**

**CLOSING DATE: 24.11.21**

**CATEGORY : CATERING EQUIPMENT AND ACCESSORIES**

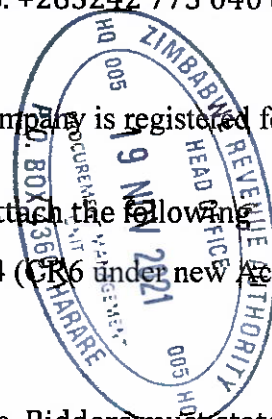
**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the Supply and Delivery of Kitchen ware.

1. Shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead**.
3. The Procurement Management Unit (PMU) must receive your Price Quotation by 24.11.2021 @1000hrs.
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 in both USD and local currency as per SI 185 of 2020. Bidders should indicate whether they charge/ do not charge VAT on their prices.
7. Bidders shall submit their bids electronically to [rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw) ONLY. Physical/Hard copy submissions will not be acceptable except for Samples where necessary.
8. 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.
9. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
10. For further information, contact the undersigned on telephone no. +263242 773 040 or [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)
11. Additional information Required from Bidders:
  - Proof of registration with PRAZ indicating category which the company is registered for.
  - A current and valid tax clearance certificate
12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
  - Certificate of Incorporation, CR6 (CR5 under new Act) and CR14 (CR6 under new Act)
  - Company Profile
  - Proof of registration with PRAZ
  - A Valid NSSA Certificate
13. Expected delivery period is 3 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).
14. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: .....  
J TARUME



| Item   | Description of Goods                          | Unit of Measure | Quantity required | Unit Price | Total Price |
|--|---|-----------------|-------------------|------------|-------------|
| 1  | MEDIUM PYREX COFEE MUGS                       | Each            | 200               |            |             |
|  | MELAMINE TUMBLERS<br>(with glassy appearance) | Each            | 100               |            |             |
|  | TEA SPOONS<br>(STAINLESS STEEL<br>6 PACK)     | Each            | 50                |            |             |
|  | TRAYS<br>(STAINLESS STEEL<br>40cm)            | Each            | 6                 |            |             |
|  | CRYSTLE WATER GLASSES                         | Each            | 50                |            |             |
|  | DISH TOWELS<br>(Bristle Kitchen Towels)       | Each            | 10                |            |             |
|  | DINNER PLATES<br>(10 inch round base)         | Each            | 20                |            |             |
| <b>Grand Total, DAP, ZIMRA KURIMA HOUSE</b>                      |   |                 |                   |            |             |
| <b>Currency</b>  |   |                 |                   |            |             |
| <b>Delivery Period:</b> _____ <b>weeks from receipt of order</b> |   |                 |                   |            |             |
| <b>PROCUREMENT MANAGER</b>                                       |   |                 |                   |            |             |



**Delivery:** Above items to be delivered to the following final destination(s):

**Deliver to:** ZIMRA CENTRAL STORES, 60 – 65 SOUTHERTON ROAD, HARARE.

**NB :** Please state your payment terms and delivery lead time on your submitted quotations.

**Suppliers to provide samples of their product by their product by Friday 15 October, 2021 at:**  
**Procurement Management Unit**  
**ZIMRA Offices, 10<sup>th</sup> Floor, ZB Centre**  
**First Street and Kwame Nkrumah Ave**  
**Harare**

