

**Request for Quotation:  
ZIMRA RFQ No. 87/2024**

**SUPPLY AND DELIVERY OF ERGOMETRIC CHAIR**



**DATE OF ISSUE:** 14 March 2024

**CLOSING DATE:** 21 March 2024 @ 1000 HOURS

To: Supplier

Dear Sir/Madam,

Please provide your Price Quotation for the supply and delivery of Ergometric Chair 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 March 2024 @1000hrs.
3. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and it is rejected
4. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
5. Prices should be quoted in United States Dollars (USD) inclusive of VAT and payable in ZWL at the prevailing rate on date of payment.
6. Bidders shall submit their bids electronically to [rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw)
7. Physical or Hard copies submission will not be acceptable
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: State payment terms.
10. For further information, contact the undersigned on telephone no. +263242 252156 or [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)
11. Bidder must attach the following documentation on the quotation on submission:
  - A valid tax clearance certificate (ITF 263)
  - Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
  - A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents.
12. Additional requirements
  - Warranty period must be stated.
  - State the delivery period

Signed: .....  
J Tarume (PROCUREMENT MANAGER )

## SPECIFICATIONS

Description of Goods	Unit of Measure	Quantity required	Unit Price USD Vat Inclusive	Total Price USD Vat Inclusive
<p><b>Seat height</b> A seat height that ranges from 16 to 21 inches off the floor should work.</p> <p><b>Seat width and Depth</b> Seat depth of between 2 and 4 inches between the edge of the seat and the back of one's knees.</p> <p><b>Seat tilt</b> An ergonomic chair that allow the seat to tilt, which allows for correct positioning of pelvis.</p> <p><b>Backrest Lumbar support</b> Ergonomic chair that support the natural 'S' shape of the spine, which prevents slumping and reduces stress on the spine and the pelvis. An adjustable backrest that allows users to align the curve in the chair with the curve in their spine, for optimal support.</p> <p><b>Backrest recline</b> An adjustable backrest that allows for greater tailored positioning for the user, as they can move the backrest to more specifically support their natural spine position.</p> <p><b>Swivel</b> An ergonomic chair that helps users with their manoeuvrability, making it easier to reach different points of their desks without having to strain excessively.</p>	Each	1		

Description of Goods	Unit of Measure	Quantity required	Unit Price USD Vat Inclusive	Total Price USD Vat Inclusive
<b>Armrests</b> Armrests that help to reduce tension in the upper body and allow the shoulders to relax.  <b>Headrest</b> That supports the back of the head and the upper neck, reducing tension in the shoulders and upper torso.  <b>Wheels</b> An ergonomic chair with soft rubber wheels	Each	1		
<b>NB. Samples to be delivered at 61-63 Plymouth Road, Enfield Complex Southerton Harare.</b>  <b>Failure to submit will be automatically disqualified</b>				
<b>Currency (USD)</b>				
<b>Delivery Period: -----weeks from receipt of order</b>				

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

**Deliver to: Zimbabwe Revenue Authority, 61-63 Plymouth Road, Harare, 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 Supplier:**

For and on behalf \_\_\_\_\_

For and on behalf of \_\_\_\_\_

**Name of Authorized Representative**

\_\_\_\_\_