

Request for Quotation

ZIMRA RFQ No: 146 /2024

SUPPLY AND DELIVERY OF ERGOMETRIC CHAIRS



ZIMRA
Zimbabwe Revenue Authority



DATE OF ISSUE: 07.10.2024

CLOSING DATE: 11.10. 2024

CATEGORY: FURNITURE, OFFICE EQUIPMENT, UPHOLSTERY, CARPETING & CURTAINING PRODUCTS (GF004)

To: **Suppliers**

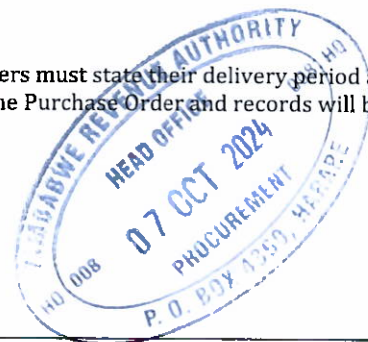
Dear Sir/Madam,

Please provide your Price Quotation for supply and delivery of ergo metric chairs.

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 11.10.2024 @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 USD and payment will be made in ZWL at the prevailing RBZ interbank rate on the date of payment.
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 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
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
 - PRAZ registration number
12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation, CR6 and CR14
 - 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).

Signed:
J Tarume

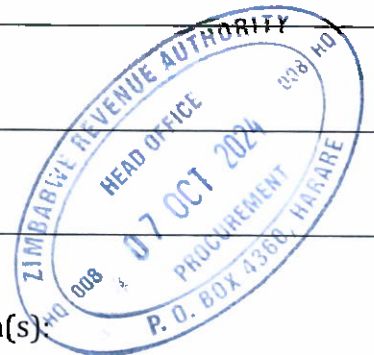
PROCUREMENT MANAGER



Lot no.	Description of Goods	Unit of Measure	Quantity require	Unit Price USD Inclusive VAT	Total Price USD Inclusive VAT
1	<p>Mechanism 360 degrees swivel chair to enable movement with locking positions and stable base with castors.</p> <p>Weight rating Should be able to accommodate a person with a weight up to 150kg.</p> <p>Seat Should be padded with high-density foam and waterfallled edge in front to provide maximum comfort, avoid pressure at the back of the knees, and lower back.</p> <p>Seat height Seat height should be adjustable, (floor to top of sit) .Min 43cm, Max 54cm.</p> <p>Seat width and depth Seat depth of between 42cm - 48cm</p> <p>Seat tilt An ergonomic chair that allow the seat to tilt, which allows for correct positioning of the pelvis.</p> <p>Backrest Lumbar support Padded and specifically moulded to effectively support the natural curves of the spine .Firm lumbar support . To have adjustable positions which can be unlocked to allow dynamic sitting.</p> <p>Backrest recline 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>Swivel An ergonomic chair that helps users with their maneuverability, making it easier to reach different points of their desks without having to strain excessively.</p> <p>Armrests Multi adjustable .The armrests should be cushioned, height adjustable ,whilst the arm</p>	Each	1		



	<p>pads are made to slide forwards and backwards as well as rotating inwards and outwards to avoid strain on arms and shoulders. Armrests that help to reduce tension in the upper body and allow the shoulders to relax</p> <p>Headrest Padded and adjustable head rest to offer relief on neck and shoulders. Supports the back of the head and the upper neck, reducing tension in the shoulders and upper torso.</p> <p>Wheels An Ergonomic chair with soft rubber wheels.</p>			
NB	Samples to be delivered at 61 -63 Plymouth road ,Enfield Complex Southerton Harare. Failure to submit will be automatically disqualified			
Currency (USD)				
Delivery Period: _____ weeks from receipt of order				



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

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

For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of

