



All communications should be addressed to
"THE DIRECTOR- GENERAL"
P.O. Box CY342,
Causeway,
Harare
Zimbabwe

10 January 2023

ATT: Sales

REQUEST FOR QUOTATION -RFQ 001/2023–2023 BRANDED DIARIES

Zimbabwe National Statistics Agency would like to procure 2023 diaries as follows;

Item No.	Service Description	Quantity	Unit of Measure	Unit Price (ZWL)	Total Cost (ZWL)	Lead Time
1	Branded Diaries A5	1000				
2	Branded A4	10				
VAT						
Grand Total						

NB: Kindly quote in the above shown format.

If interested, you are requested to submit a comprehensive quotation for **genuine service only**.

Mandatory Requirements;

- a) PRAZ Registration Certificate
- b) Certificate of Incorporation in the country of domicile
- c) Valid Tax registration Certificate
- d) Quote validity 30 days

Failure to provide the above will result in automatic disqualification of your quotation

You are kindly requested to compile a financial proposal in accordance to the information captured in table above and indicate the following: -

- (i) Payment terms
- (ii) Currency used is ZWL \$ only, any other currency will not be acceptable
- (iii) Your quote validity
- (iv) All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
- (v) Name of the contact person to address issues raised by ZIMSTAT.

NB: PLEASE PROVIDE SAMPLES FOR THE REQUESTED ITEMS TO PROCUREMENT 18TH FLOOR KAGUVI BUILDING CRN 4TH AND CENTRAL AVENUE BY 1000 HRS ON FRIDAY 13TH JANUARY 2023

NB: ALL PAYMENTS ARE DONE AFTER DELIVERY OF GOODS

Quotations should be on company letterheads.

Your proposal must be e-mailed to e-tenderbox@zimstat.co.zw on or before the closing date and time, 13 January 2023 @1000hrs