



All communications should be addressed to  
**"THE DIRECTOR- GENERAL"**

P.O. Box CY342,  
Causeway,  
Harare  
Zimbabwe

17<sup>th</sup> February 2023

ATT: Sales

**REQUEST FOR QUOTATION – (RFQ 27/2023)**

Zimbabwe National Statistics Agency would like to procure non-consultancy service for Designing and Printing;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (ZWL)	Total Cost (ZWL)	Lead Time (Expected)
1	Provision of Designing 2023 release calendar	1	Each			<b>5 days</b>
2	Printing of Pamphlets  <b>SPECIFICATIONS :</b>  ● A4 Foldgated ● 150 gsm ● Gloss Paper	1,500				
<b>Grand Total</b>						

**NB: Kindly quote in the above shown format.**

An Order/Contract will be placed with the bidder who offers the lowest price quotation

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

### **Mandatory Requirements;**

- a) PRAZ Registration Certificate
- b) Quote validity (30 days)
- c) Vendor certificate
- d) Certificate of Incorporation in the country of domicile
- e) Valid Tax registration Certificate
- f) Proof of Track record (Referral letters of similar project in question)

***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
- iii. Your quote validity
- v. 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.

**Quotations should be on company letterheads.**

**Your proposal must be e-mailed to [e-tenderbox@zimstat.co.zw](mailto:e-tenderbox@zimstat.co.zw) ONLY on or before the closing date and time, Wednesday 22<sup>nd</sup> of February 2023 @1000hrs**