



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

P.O. Box CY342,  
 Causeway,  
 Harare  
 Zimbabwe

9<sup>th</sup> June 2023

ATT: Sales

**REQUEST FOR QUOTATION – (RFQ 02/06/2023)**

Zimbabwe National Statistics Agency would like to procure Zoom License  
 (Business Account)

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD)	Total Cost (USD)	Duration
1	Zoom (Business Accounts)  <b>SPECIFICATIONS</b>  <b>Meetings</b> <ul style="list-style-type: none"> <li>● Host meetings up to 300 participants</li> <li>● Unlimited meetings for up to 30 hours per meeting</li> <li>● 5 GB of cloud recording storage (per license)</li> <li>● Automated Captions</li> </ul> <b>Whiteboard</b> <ul style="list-style-type: none"> <li>● Unlimited boards</li> </ul>	1	Each			12 months license

	<p><b>Team Chat</b></p> <ul style="list-style-type: none"> <li>● Chats and channels for collaborations, file sharing and more</li> </ul> <p><b>Mail &amp; Calendar</b></p> <ul style="list-style-type: none"> <li>● Mail and Calendar Client &amp; Service beta</li> </ul> <p><b>Essential Apps</b></p> <ul style="list-style-type: none"> <li>● Free premium apps for 1 year (terms apply)</li> <li>● Increase team collaboration and productivity</li> </ul> <p><b>Extras</b></p> <ul style="list-style-type: none"> <li>● Single sign-on</li> <li>● Managed domains</li> <li>● Company branding</li> </ul>					
<b>Grand Total</b>						

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

***Failure to meet the indicated lead-time will lead to automatic disqualification;***

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 (relevant category)
- b) Quote validity (30 days)
- c) Certificate of Incorporation in the country of domicile
- d) Valid Tax registration Certificate

***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: -

- 1) Payment terms
- 2) Currency used is USD
- 3) Your quote validity (should be 30 days)
- 4) All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
- 5) Name of the contact person to address issues raised by ZIMSTAT.
- 6) **PAYMENT SHALL BE MADE IN ZWL CURRENCY USING THE RBZ PREVAILING OFFICIAL EXCHANGE RATE ON THE DATE OF PAYMENT**

**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, Tuesday 13<sup>th</sup> of June 2023 @1000hrs**

**NB:PAYMENT SHALL BE MADE AFTER THE RECEIPT, INSPECTION & ACCEPTANCE OF THE LICENSE.**