



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

12 June 2023

ATT: Sales

**REQUEST FOR QUOTATION– RFQ 08/06/2023 SUPPLY AND DELIVERY OF 2023
ZIMBABWE AGRICULTURAL SHOW (ZAS) PROMOTIONAL MATERIALS**

Zimbabwe National Statistics Agency require ZAS promotional materials, requirements are as detailed in the table below;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD)	Total Cost (USD)	Lead Time
1.	Branded mugs with ZIMSTAT logo and contact details on the other side (physical address, email, telephone numbers, twitter, facebook)	250				
Grand Total						

NB: ZIMSTAT require samples for the requested items, this will help us choose best items kindly put tags/names of identification on your samples when sending to us. Sample to be brought to Procurement offices 18th floor Kaguvi building Cnr 4th & central

NB: Kindly quote in the above shown format.

Mandatory Requirements;

- PRAZ Registration Certificate
- Certificate of Incorporation in the country of domicile
- Valid Tax registration Certificate
- Proof of Track record
- 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 USD, payable in ZWL\$ using prevailing bank rate of the day
- (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: ALL PAYMENTS AFTER DELIVERY OF GOODS/SERVICE

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, 15 June 2023 @1000hrs