



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

2nd August 2023

ATT: Sales

REQUEST FOR QUOTATION – (RFQ 01/08/2023)

Zimbabwe National Statistics Agency would like to procure design & production of annual reports

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (ZWL)	Total Cost (ZWL)	Lead Time (Expected)
1	Annual report-2021 & 2022	200	Each			5 days
2	SPECIFICATIONS : <ul style="list-style-type: none"> ● Design & Production ● Cover printed in full colour ● Soft laminated on 1 side ● 300gsm ● Collated ● Perfect binding ● 40 pages 					
Grand Total						

NB: Kindly quote in the above shown format.

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

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) Certificate of Incorporation in the country of domicile
- d) Valid Tax registration Certificate
- e) 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
- 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.

Quotations should be on company letterheads.

Your proposal must be e-mailed to e-tenderbox@zimstat.co.zw ONLY on or before the closing date and time, Friday 4th August 2023 @1000hrs