



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

09 August 2023

ATT: Sales

**REQUEST FOR QUOTATION– RFQ 05/08/2023 SUPPLY AND DELIVERY OF 2023  
PROVINCIAL AGRICULTURAL SHOW PROMOTIONAL MATERIALS**

Zimbabwe National Statistics Agency require agricultural 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 key ring with ZIMSTAT logo and contact details i.e. telephone numbers, facebook, emails, twitter on the flip side	300				
2.	Branded mugs with ZIMSTAT logo and contact details on the other side (physical address, email, telephone numbers, twitter, facebook)	300				
<b>Grand Total</b>						

**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 18<sup>th</sup> floor Kaguvi building Cnr 4<sup>th</sup> & 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

- d) Proof of Track record
- e) 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](mailto:e-tenderbox@zimstat.co.zw) on or before the closing date and time, 16 August 2023 @1600hrs**