



All communications should be addressed to

"THE DIRECTOR- GENERAL"

P.O. Box CY342,

Causeway,

Harare

Zimbabwe

31st October 2023

ATT: Sales

REQUEST FOR QUOTATION – (RFQ 26/10/2023)

Zimbabwe National Statistics Agency would like to procure marketing services for ZDHS

Required Services	Quantity	Unit Price (USD)	Total Price (USD)
Production of 60 seconds Audio Advert :(See below specifications) <ul style="list-style-type: none"> ● Audio in 3 languages ● Shona Language ● Ndebele Language ● English Language 	1		
Production of 60 seconds Video Advert:(See below specifications) <ul style="list-style-type: none"> ● Animation video in 3 languages ● Shona Language ● Ndebele Language ● English Language 	1		
GRAND TOTAL (USD)			

NB: Kindly quote in the above shown format.

An Order/Contract will be placed with the bidder who offers the lowest price quotation for production of both audio and video.

NB: ZIMSTAT RESERVES THE RIGHT TO ENGAGE THE WINNING BIDDER IF ANY ADDITIONAL SERVICES ARE REQUIRED.

Accordingly, in the event that additional services are required, procuring entity will engage the winning bidder for the particular additional services/items.

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/Purchase Order/Contract 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 **USD payable using Nostro transfer**
- 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 ONLY on or before the closing date and time, Thursday 2nd of November 2023 @1000hrs