

29 September 2023

ATT: Sales

**REQUEST FOR QUOTATION– MOVEMENT OF OFFICE FURNITURE**

Zimbabwe National Statistics Agency require moving of office furniture service, requirements are as detailed in the table below;

Item No.	Goods Description	Unit of Measure	Unit Price (USD)	Total Cost (USD)	Lead Time
1.	Moving office furniture from Harare CBD-Kaguvi building to Bindura Gvnt complex CBD, items to be moved; Lounge suite 2-piece x 1 Lounge suite 1 piece x 2 Coffee table x 1 Coat hanger x 1 Printer x 1 Filling cabinet wood 4 drawer x 1 Chair leather executive x 1 Chair visitors leather x 2	load			
2.	Moving office furniture from Harare CBD to Mutare Govnt complex CBD, items to be moved; Lounge suite 2-piece x 1 Lounge suite 1 piece x 2 Coffee table x 1 Coat hanger x 1 Printer x 1 Filling cabinet wood 4 drawer x 1 Chair leather executive x 1 Chair visitors leather x 2	load			
<b>Grand Total</b>					

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

**Mandatory Requirements;**

- a) PRAZ Registration Certificate
- b) Certificate of Incorporation in the country of domicile
- c) 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, 4 October 2023 @1000hrs**