



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

26th October 2023

ATT: Sales

REQUEST FOR QUOTATION – (RFQ 21/10/2023)

Zimbabwe National Statistics Agency would like to procure printing services for ZDHS Project

Required Services	Quantity	Unit Price (USD)	Total Price (USD)	Lead Time
LOT 1 (a) Provision of Printing Services for Posters (See below technical specifications)	2,000			7 days
● Full Colour				
● Gloss Paper				
● A1 Paper Size				
● Self Adhesive				
● 250gsm				
LOT 1 (b) Provision of Printing Services for Flyers (See below technical specifications)	3,000			7 days
● Full colour				
● 150gsm				
● Back to Back				
● Gloss Paper				
● A5 Paper Size				
GRAND TOTAL				

NB: Kindly quote in the above shown format.

AWARDING OF THE TENDER WILL BE ON LOT BASIS.The bidder must offer the whole of the quantity or quantities indicated for lot 1 (a) (b). Under no circumstances must bidders for part of the quantities required be taken into consideration.

An Order/Contract will be placed with the bidder who offers the lowest price quotation.

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) Samples (*The same to be submitted on or before the closing date and time for this tender*)

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, Monday 30th of October 2023 @1000hrs

