



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 24/10/2023)

Zimbabwe National Statistics Agency would like to procure consultancy services for
ZIMSTAT BOARD & SENIOR MANAGEMENT

Required Services	Quantity (number of People)	No. Of Days	Unit Price (ZWL)	Total Price (ZWL)
Team Building Consultancy Services	55	1		
GRAND TOTAL (ZWL)				

NB: Kindly quote in the above shown format.

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) 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
- ii. Currency used is ZWL payable using ZWL 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