



All communications should be addressed to

**"THE DIRECTOR- GENERAL"**

P.O. Box CY342,

Causeway,

Harare

Zimbabwe

26<sup>th</sup> October 2023

ATT: Sales

**REQUEST FOR QUOTATION – (RFQ 23/10/2023)**

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

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

**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 **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](mailto:e-tenderbox@zimstat.co.zw) ONLY on or before the closing date and time, Tuesday 31<sup>st</sup> of October 2023 @1000hrs**