



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

07 November 2023

ATT: Sales

**REQUEST FOR QUOTATION – (RFQ 01/11/2023 -PRINTING SERVICE
 QUESTIONNAIRES & FORMS**

Zimbabwe National Statistics Agency would like to procure printing service;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD)	Total Cost (USD)
Printing of all listed forms Colour: black and white Paper: Bond (typek)					
1a)	2 Paged Height, Weight and Anaemia pamphlet, A4	1000			
b)	1 Paged Severe Acute, Malnutrition Referral forms, A4	1000			
c)	1 Paged Referral Forms, A4	1000			
d)	1 Paged Mental Health Referral forms, A4	1000			
e)	1 Paged Consent Form/Carbon paper (A3) English	2000			
f)	1 Page Consent Form/Carbon paper (A3) Ndebele	5000			
g)	1 Page Consent Form/Carbon paper (A3) Shona	5000			
Grand Total					

Award is based on whole lot, lowest compliant bidder on total cost for items a to g

NB: Kindly quote in the above shown format.

If interested, you are requested to submit a comprehensive quotation for **genuine goods only**.
Brochure of the same should also be submitted.

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

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 \$ only, any other currency will not be acceptable
- (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.

Quotations should be on company letterheads.

Your proposal must be e-mailed to e-tenderbox@zimstat.co.zw on or before the closing date and time, Friday 10 November 2023 @1000hrs