



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

02 November 2023

ATT: Sales

**REQUEST FOR QUOTATION –SATCHELS-27/10/2023**

Zimbabwe National Statistics Agency would like to procure the following Satchels;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD)	Total Cost (USD)
1	<b>Material</b> -Polyester (Water proof) <b>Design</b> -back pack padded handles -2-sided mesh water bottle pockets -1 separate laptop compartment -3 back pockets -suitable for 15.6 laptop with USB port and a headphone slit -water resistant -zipper lock <b>Dimensions:</b> 32cm (width) x 46cm (height) <b>Colour:</b> black <b>BRANDING:</b> with ZIMSTAT LOGO- <b>embroidered</b>	218	Each		
<b>Grand Total</b>					

**PLEASE NOTE: SAMPLES ARE REQUIRED AND WILL BE CONSIDERED FOR SELECTION, SAMPLES WILL BE USED TO CHECK WHETHER IT MATCHES SPECIFICATIONS REQUESTED IN THE RFQ.**

**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
- e) Coloured brochures/Catalogues

***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](mailto:e-tenderbox@zimstat.co.zw) on or before the closing date and time, Monday 06 November 2023 @1000hrs**