



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

06 December 2023

ATT: Sales

**REQUEST FOR QUOTATION – (RFQ/03/12/2023 SUPPLY AND DELIVERY OF A3 BOND PAPER**

Zimbabwe National Statistics Agency would like to procure stationery.

Item No.	Item Description	Quantity	Unit of Measure	Unit Price (ZWL)	Total Cost (ZWL)
1	A3 Bond paper	96 reams			
<b>VAT</b>					
<b>Grand Total</b>					

**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 ZWL \$ 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) ONLY on or before the closing date and time, Friday 08 December 2023@1000hrs**