



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

19 December 2023

ATT: Sales

REQUEST FOR QUOTATION – RFQ 016/12/2023 -PRINTING SERVICE OF 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	8 000	copies		
b)	1 Paged Severe Acute, Malnutrition Referral forms, A4	8 000	copies		
c)	1 Paged DV Referral Forms, A4	5 000	copies		
d)	1 Paged Mental Health Referral forms, A4	2 000	copies		
e)	3 Paged Consent Form/Carbon paper (A3) English, securely stapled	12 000	copies		
f)	3 Page Consent Form/Carbon paper (A3) Ndebele, securely stapled	12 000	copies		
g)	3 Page Consent Form/Carbon paper (A3) Shona, securely stapled	12 000	copies		
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, Thursday 21 December 2023 @1200hrs