



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

15th March 2024

Attention: Sales

REQUEST FOR QUOTATION – (RFQ 014/03/2024)

Zimbabwe National Statistics Agency would like to procure consultancy services for Job recruitment (Executive Position)

Item Description	No. of Vacancy	Total Consultancy Fee (USD)
Provision of Consultancy Services for Executive Position Recruitment Terms of Reference: 1. Advertise the job 2. Shortlisting in consultation with the Board 3. Interviews to be conducted by the Board	1	

NB: Kindly quote in the above shown format.

An Order/Contract will be placed with the bidder who offers the lowest price quotation.

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/Purchase Order/Contract 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 for payment is **ZWL payable at the prevailing inter-bank rate**
- 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 ONLY on or before the closing date and time, Wednesday 20th of March 2024 @1000hrs