



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

09 April 2024

ATT: Sales

REQUEST FOR QUOTATION – (RFQ 09/04/2024) –ADMINISTRATION

Zimbabwe National Statistics Agency would like to procure inventory issue notebooks and inventory issue voucher books;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD)	Total Cost (USD)
1	Inventory issue note book Specifications: <ul style="list-style-type: none">• A5 or 2 sheets on 1(one) A4• Reduce row size slightly• Print in triplicate• Self-carbonated	50			
2	Inventory issue voucher book Specifications: <ul style="list-style-type: none">• A4• Print in triplicate• Self-carbonated	40			
Grand Total					

NB: Kindly quote in the above shown format.

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

3. Suppliers are required to bring samples at Zimbabwe National Statistics Agency (ZIMSTAT) before quoting on the **11th of April 2024 on this address, P. O. Box CY342, Causeway, Harare, Zimbabwe @1000hours.** This is **compulsory** to all the interested suppliers
4. Failure to visit ZIMSTAT premises with your samples will result in **automatic disqualification**

Mandatory Requirements;

- a) PRAZ Registration Certificate in the relevant category
- b) Certificate of Incorporation in the country of domicile
- c) Valid Tax registration Certificate
- d) Proof of Track record (**reference letters/contracts/purchase orders for similar services**)
- e) **30 day quote validity**

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, payable at ZiG prevailing interbank rate**
- (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, 12 April 2024 @1000hrs