



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

17 June 2024

ATT: Sales

**REQUEST FOR QUOTATION) – RFQ (024/06/24)-STATIONERY**

Zimbabwe National Statistics Agency would like to procure stationery Items;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD\$)	Total Cost (USD\$)
1	Clipboards	1 100			
2	Pencils	1 020			
3	Ballpoint pens: <ul style="list-style-type: none"><li>• Black</li><li>• Blue</li><li>• Green</li><li>• Red</li></ul>	1 200 1 200 1 200 1 200			
<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

***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 PAYABLE AT INTER-BANK 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](mailto:e-tenderbox@zimstat.co.zw) on or before the closing date and time, 19 June 2024 @1000hrs**