



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

13 June 2024

ATT: Sales

REQUEST FOR QUOTATION) – RFQ (022/05/24)-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	Sharpeners	1 020			
2	Rubbers	986			
3	Rulers	970			
4	Box Files	4 000			
5	Clipboards	1 100			
6	Puncher Heavy duty	159			
7	Puncher Small	159			
8	Stapler	159			
Grand Total					

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 on or before the closing date and time, 17 June 2024 @1000hrs