



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

29<sup>th</sup> December 2023

ATT: Sales

**REQUEST FOR QUOTATION – (RFQ 25/12/2023)**

Zimbabwe National Statistics Agency would like to procure Insurance Services for ZIMSTAT Vehicle Fleet For Only 1 Term.

1st-with excess buy back (**PERIOD - 1 TERM ONLY**)

<b>Number of Motor Vehicles to be covered</b>	<b>Total Sum insured[USD]</b>	<b>Quarterly Offered Premium With Excess Buy back (after discount)</b>
<i>66 (See Attached List of Vehicles &amp; Valuations thereto)</i>		

**NB: Kindly quote in the above shown format.**

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

**NB: ZIMSTAT RESERVES THE RIGHT TO ENGAGE THE WINNING BIDDER IF ANY 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](mailto:e-tenderbox@zimstat.co.zw) ONLY on or before the closing date and time, Wednesday 3<sup>rd</sup> of January 2024 @1000hrs**