



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

29th December 2023

ATT: Sales

REQUEST FOR QUOTATION – (RFQ 23/12/2023)

Zimbabwe National Statistics Agency would like to procure microsoft office 365 license

| Required Services | Quantity | Lead Time | Unit Price (USD) | Total Price (USD) |
|---|----------|-----------|------------------|-------------------|
| Provision of Microsoft Office 365 Services (See below technical specifications) | 35 | 14 days | | |
| ● <i>Annual License</i> | | | | |
| ● <i>12 months Subject to renewal</i> | | | | |
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| GRAND TOTAL (USD) | | | | |

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 is **USD payable using Nostro transfer**
- 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 3rd of January 2024 @1000hrs