



All communications should be addressed to
"THE DIRECTOR- GENERAL"
P.O. Box CY342,
Causeway,
Harare
Zimbabwe
Telephone No. +263 4 706681-8 / +263 4 703971-7
E-mail: dg@zimstat.co.zw

REQUEST FOR QUOTATION

TO: OUR VALUED SUPPLIER

INTRODUCTION

Zimbabwe National Statistics Agency would like to procure the following items (See **Specifications below**)

If interested, you are requested to submit comprehensive quotation for **genuine goods only**.

MANDATORY REQUIREMENTS

For FIRST TIME registration with ZIMSTAT, Your quotation must include:

1. VAT Certificate or proof of tax registration with the Zimbabwe Revenue Authority (ZIMRA).
2. VAT, total price etc. no hidden /variable costs will be accepted
3. Bank account details on company letterhead
4. Certificate of Incorporation, CR14 & CR6
5. Proof of registration with PRAZ.
6. ZIMSTAT vendor registration form (**see template at the end of this document**)
7. Prices to be quoted in **LOCAL CURRENCY**.

Your quotations must be submitted in sealed envelopes, clearly marked with the brief summary of quoted items to:

The Procurement Management Unit (PMU)
ZIMSTAT, 18thth Floor KAGUVI BUILDING

OR

Email your quotations to: pmu@zimstat.co.zw

Contact: +263 4 2706681-8

8. **All payments are done after delivery (C.O.D)**
9. **Delivery lead time: within 7 working days**
10. **Quotation validity: 30 days.**

SPECIFICATIONS

ITEM REQUIRED	QUANTITY
A4 typek bond paper	300
Sub Total	
VAT	
Grand Total	

Please kindly quote

Regards

ZIMSTAT PMU

DUE DATE :21 MAY 2021

		ID No	
Email address:	Fax:	Email Address:	Fax:

SECTION 4				BENEFICIARY BANKING INFORMATION			
Name of Banking Institution:				Beneficiary Name of Account (name as it appears on account)			
Street Address:				Branch Name:		Phone:	
City		Province		Country			
<i>Please attach current bank statement / bank details confirmation letter on company letterhead</i>							

NB Incomplete or erroneous information will prevent payment to your account

*******END OF DOCUMENT*******