



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: 14 days.**

SPECIFICATIONS

ITEM REQUIRED	QUANTITY
A3 bond paper	6 reams
A4 bond paper	10 reams
Staple pins	12 boxes
Ball point pens blue	450
A5 Note books	450
Computer labels plz indicate no. of stickers in a box	100 BOXES
Paper clips	5 boxes
Flip charts	10
Sub Total	
VAT	
Grand Total	

Please kindly quote

Regards

ZIMSTAT PMU

DUE DATE: 10 JUNE 2021

State/Province		Country		State/Province		Country	
Contact Person 1		Cellphone No		Contact Person 2		Cellphone No	
Name:				Name:			
Title:				Title:			
ID No				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
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