



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**.
- :

The Procurement Management Unit (PMU)
ZIMSTAT, 18th 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
Toshiba t-1810d-5k black toner cartridge	3
Sub Total	
VAT	
Grand Total	

Submit your quotation together with a sample.

Please kindly quote

Regards

ZIMSTAT PMU

Due date:30/06/2021

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*******