



### Request for Quotations (RFQ)

**Issue Date:** 14 September 2021

**Closing Date:** 17 September 2021

**Closing Time:** 1000hrs

Quotations are hereby invited from reputable suppliers that are also registered with the Procurement Regulatory Authority in line with Section 4(2) of the PPDPA Regulations for the Supply and Delivery of the following: -

## ICT CARTRIDGES

Item	Description	QTY	Station (Delivery Point)	REQ No
1	312A Black	4	Harare head office	44837
2	312A Margenta	2	Harare head office	44837
3	312A Cyan	2	Harare head office	44837
4	312A Yellow	2	Harare head office	44837
5	305 A Black Cartridges	2	Head Office	45002

### Instructions and Conditions to bidders

1. Clearly state Validity of the quotation (strictly 30 days after closing date)
2. State Delivery period( 7-days after order)
3. Proof of PRAZ Registration on the relevant category
4. Clearly state payment terms- Strictly after delivery (ZINWA will pay its suppliers within 10 days after acceptance)

**N.B. Due to the Covid-19 pandemic, ZINWA would preferably want bidders to make electronic Submissions(PDF format) on the following email indicating the requisition number [rfq@zinwa.co.zw](mailto:rfq@zinwa.co.zw) to prevent the spread of the disease. However, ZINWA will still accept physical submissions in clearly labelled and sealed envelopes that will be dropped at ZINWA Head Officer Block 4 East, Celestial Park, Borrowdale Road, Harare on or before the date and time of RFQ closing.**