



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: -

Stationary

Item	Description	QTY	Unit	Station (Delivery Point)	REQ No
1	Box files	200	Each	ZINWA Mazowe Harare – Cranebourne Stores	35297
2	Flat files	50	Each	ZINWA Mazowe Harare- Cranebourne Stores	35297
3	Bond paper	10	Boxes	ZINWA Mazowe Harare- Cranebourne Stores	35297
4	Blue pens	1	Box	ZINWA Mazowe Harare – Cranebourne Stores	35297
5	Red pens	1	Box	ZINWA Mazowe Harare- Cranebourne	35297
6	80 Column computer paper	20	Boxes	ZINWA Mazowe	35297

				Harare – Cranebourne Stores	
7	132 Column computer paper	20	Boxes	ZINWA Mazowe Harare – Cranebourne Stores	35297
8	Self carbonated receipt books	200	Boxes	ZINWA Mazowe Harare- Cranebourne Stores	35297
9	Bond Paper	10	Boxes	Zinwa Manyame Harare- Cranebourne Stores	35297

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)
5. Please quote for all items on this requisition.

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 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.