



All communications should be addressed to  
**"THE DIRECTOR- GENERAL"**  
P.O. Box CY342,  
Causeway,  
Harare  
Zimbabwe

12 June 2024

ATT: Sales

**REQUEST FOR QUOTATION – (RFQ 002/06/24-STATIONERY)**

Zimbabwe National Statistics Agency would like to procure stationery;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD)	Total Cost (USD)
1	A4 Bond Paper	50 reams			
2	Box files	100			
3	Giant staple pins	10 boxes			
4	Stapler-standard	3			
<b>Grand Total</b>					

**NB: Kindly quote in the above shown format.**

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

Brochure of the same should also be submitted.

**Mandatory Requirements;**

- a) PRAZ Registration Certificate
- b) Certificate of Incorporation in the country of domicile
- c) Valid Tax registration Certificate
- d) Proof of Track record
- e) Quotation valid for 30 days

***Failure to provide the above will result in automatic disqualification of your quotation***

You are kindly requested to compile a financial proposal in accordance to the information captured in table above and indicate the following:-

- (i) Payment terms
- (ii) **Currency used is USD\$, payable at the prevailing bank rate.**
- (iii) All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
- (iv) Name of the contact person to address issues raised by ZIMSTAT.

**Quotations should be on company letterheads.**

**Your proposal must be e-mailed to [e-tenderbox@zimstat.co.zw](mailto:e-tenderbox@zimstat.co.zw) on or before the closing date and time, 14 June 2024 @1200hrs**