

REQUEST FOR QUOTATIONS

OUR REF: MMCZ/RFQ237/2022

To: All suppliers

Closing date: 19/12/2022

Publication Date: 15/12/2022

Closing time: 10:00 hours

Return Quotation to:
Procurement Management Unit
MMCZ Building, 90 Mutare Road
Msasa, Harare

Contact details
+263 (242) - 487 200-4

ITEM	DESCRIPTION OF REQUIREMENTS	QUANTITY	TOTAL
1	Design, printing and delivery of:		
	Identity cards <ul style="list-style-type: none">• full colour• including case and string• samples required	14	
	Business cards with QR scanning <ul style="list-style-type: none">• Printed in full color on both sides• Front contact details back MMCZ offices• Printed on 300gsm matte paper• Double laminate finish• Samples are available at our offices for review	400 x 2 100 x 20 We have 20 different people who need a box each. Quantities are subject to change these are estimates	

NB: Your quotation must be in USD

INSTRUCTIONS AND CONDITIONS

1. Current proof of registration with the Procurement Regulatory Authority of Zimbabwe in the specified category Copy (attach copy of the PRAZ registration certificate)
2. Copy of a valid Tax Clearance Certificate from ZIMRA
3. Two (2) working days delivery period.
4. Payment is after delivery in USD\$ Nostro (No Offshore payments)
5. **Clearly State VAT registered or Not VAT Registered NB-** All VAT registered suppliers to indicate their VAT number on the quotation and able to produce fiscal invoices.
6. Bid validity (**must be STATED in days**) (**at least 30 Days**)
7. Quotations must be emailed to proc@mmcز.co.zw in pdf file format.

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15 DEC 2022



8. N.B Late submissions will not be accepted. MMCZ does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or part of any tender

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15 DEC 2022 
PROCUREMENT MANAGEMENT
UNIT
90 MUTARE ROAD, MSASA