

**REQUEST FOR QUOTATIONS**

**OUR REF: MMCZ/RFQ102/2023**

To: All suppliers

Closing date: 19/06/2023

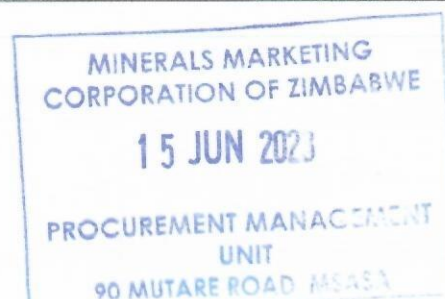
Publication Date: 15/06/2023

Closing time: 14:00 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	COST USD
	<b>Servicing of air conditioners in:</b>		
	<b><u>HEAD OFFICE</u></b>		
	1. 12000 BTU (Various brands)	100	
	2. 18500 BTU (Various brands)	12	
	3. 24000 BTU (Various brands)	13	
	<b><u>HWANGE OFFICE</u></b>		
	4. 18000 BTU/HR (Lloyd)	04 (office)	
	5. 5000W/5200W (Hisense)	02 (staff compound)	
	6. 3370W/3660W (LG& Dunham)	02 (staff compound)	
	<b><u>KWEKWE OFFICE</u></b>		
	1. 24000 BTU (Midea)	01 (office)	
	2. 24000 BTU (Midea)	01 (ICT server room)	
	<b><u>GWERU OFFICE</u></b>		
	1. 3.6Kw- Carrier	02	
	<b><u>MASVINGO OFFICE</u></b>		
	1. 3200W- TCL Portable Air Con Unit	01	
	<b><u>CHIMANIMANI</u></b>		
	1. 12000 BTU (TCL)	04	
	<b>SUB-TOTAL</b>		
	<b>15% VAT</b>		
	<b>QUARTERLY COST</b>		



**Bidders are required to quote for the following key components,**

**1. CALL-OUT FEES**

DESCRIPTION	COST IN US\$
Local call-out charge	
Mileage/km for satellite offices	
Labour charge/hr	
Other service costs (provide brief description) eg. Regassing	

Comments

1. The procurement is for the purposes of entering into a Service level Agreement for a period of one calendar year.
2. The frequency of servicing shall be quarterly.

**INSTRUCTIONS AND CONDITIONS**

1. Current proof of registration with the Procurement Regulatory Authority of Zimbabwe in the specified category Copy (attach a copy of the PRAZ registration certificate)
2. Copy of a valid Tax Clearance Certificate from ZIMRA
3. A copy of CR14 and Certificate of Incorporation
4. Valid NSSA Certificate
5. Quotations should be in USD\$ Nostro and payment will be after the service provision in the same, the Corporation does not make Offshore payments,
6. Clearly, State VAT registered or Not VAT Registered NB- All VAT registered suppliers are to indicate their VAT number on the quotation and are able to produce fiscal invoices.
7. At least three traceable trade references from customers who have received similar or related services in the past three years or currently receiving similar services. MMCZ will not be considered as a referee. The letters should be on the company's letterhead and signed/stamped.
8. Bidders are required to include copies of qualifications and CVs of at least two personnel who will be responsible for the servicing of air conditioners, (Supervisor and Technician)
9. Bidders should indicate their support for the satellite offices
10. Bid validity (must be STATED in days) (at least 30 Days)
11. Quotations must be emailed to [proc@mmcز.co.zw](mailto:proc@mmcز.co.zw) in pdf file format.
12. 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.