

REQUEST FOR QUOTATIONS

OUR REF: MMCZ/RFQ161/2023

To: All suppliers

Closing date: 30/08/2023

Publication Date: 25/08/2023

Closing time: 11:00 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	SPECIFICATIONS
	Designing, layout and printing of Annual reports	500	1. A4, gloss cover with laminate, 300gsm 2. Inner pages, 170gsm gloss 3. Perfect Binding

Samples of previous annual reports.

Bidders should state clients / references that they have provided services for in the past 5 years.

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 Government Gazette)
2. Copy of a valid Tax Clearance Certificate from ZIMRA.
3. Suppliers are required to bring samples for evaluation.
4. State delivery period which should not be more than 7 days
5. Payment is after delivery in USD\$ (No offshore payments)
6. Clearly State VAT registered or Not VAT Registered NB- All VAT registered suppliers to indicate their VAT number on the quotation.
7. Bid validity (must be STATED in days) (at least 30 Days)
8. Quotations must be emailed to proc@mmcز.co.zw
9. 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.

