

**REQUEST FOR QUOTATIONS**

**OUR REF: MMCZ/RFQ002/2024**

To: All suppliers

Closing date: 15/01/2024

Publication Date: 10/01/2024

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	MINIMUM SPECIFICATIONS
1	<p>Supply and delivery of :</p> <p><b>Laptop bags</b> <i>(branded with MMCZ logo on the lower left corner. Bags must be personalised for their users) list will be provided for the awarded bidder</i></p> <p><u>NB: Bidders are required to submit samples of the bags they are quoting for on or before the closing date</u></p>	25	<p><b>Genuine Leather</b> <b>Brown</b> To accommodate 14/ 15.5/16-inch laptops With 1 main compartment, 1 padded laptop compartment 1 inner zipper pocket 1 mobile pocket 1 wallet pocket 2 pen slots 1 front zipper 1 back zipper pocket Measures 40.5cm in length, 9 cm in width and 30cm in height</p>

**NB: Your quotation must be in USD. Please find attached, a sample picture of the laptop bag**

**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. Clearly indicate delivery period.
4. Payment is after delivery in a USD\$ nostro account (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.
6. Bid validity (**must be STATED in days**) (at least 30 Days)
7. Quotations must be emailed to [proc@mmcز.co.zw](mailto:proc@mmcز.co.zw) in pdf format.
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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