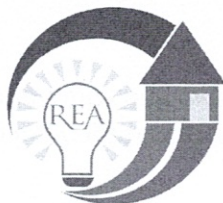


RURAL ELECTRIFICATION AGENCY



REQUEST FOR QUOTATION

REQUEST FOR QUOTATION NUMBER: **3000018449**

The Rural Electrification Fund (REF) is inviting bids/quotations for the following goods/services:

GOODS /SERVICE(S) REQUIRED AND QUOTATIONS PRICE FORMAT

DESCRIPTION OF MATERIAL/SERVICE	Unit	Qty	Unit Price (Excluding VAT) USD	Amount (Incl VAT) USD	Amount (Excl VAT) RTGSS	Amount (Incl VAT) RTGSS
ALUMINIUM BALLPOINT PEN WITH BLACK STYLUS	EACH	1100				

IMPORTANT INSTRUCTIONS TO BIDDERS

- **Dual pricing** in terms of Statutory Instrument (S.I) 185 of 2020-Bidders must quote their prices both in USD and the RTGS currency using the prevailing exchange rate.
- Bidders must state the exchange rate used. Attach proof from the bank without fail.
- Bids that use a nonexistent exchange rate shall be rejected as non-compliant.
- Payment shall be strictly in local currency at the prevailing exchange rate.
- The ZWS prices shall be used for purposes of tender evaluation.
- Bidders **MUST** state clearly whether they charge VAT or not.

The quotation must provide the following information/Attachments.

- ✓ Bid Price as per format above.
- ✓ Payment terms **must be clearly STATED**(Our preferred terms are **14 days after delivery**)
- ✓ Indicate price validity (**must be STATED in days**) (**at least 14 Days**)
- ✓ Delivery period from date of official order (**must be clearly STATED**)
- ✓ **Copy of a valid Tax Clearance Certificate from Zimbabwe Revenue Authority**
- ✓ Copy of the Certificate of Incorporation
- ✓ **Attach proof of registration with Procurement Regulatory of Zimbabwe (PRAZ) with the relevant category. All suppliers to REF must be registered with PRAZ in terms of the law.**

MISSION OF QUOTATIONS

All quotations must be sent through to the following email address **procurement@rea.co.zw** on or before the closing date and time clearly stating the Request for quotation number and closing date.

RFQ CLOSING DATE: 03 FEBRUARY 2022
TIME: 10:00HOURS

Late submissions will not be accepted.

The tender shall be awarded to the lowest bidder to specifications. REF reserves the right to amend tender quantities in line with budget resources. REF reserves the right to reject bids that are not compliant with the above requirements.

Magetsi Kumusha/Amagetsi ekhaya