

RURAL ELECTRIFICATION AGENCY



REQUEST FOR QUOTATION

REQUEST FOR QUOTATION NUMBER: 300023153

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	Amount (Excl VAT) RTGSS	Amount (Incl VAT) RTGSS
ACCESSIBLE FILES ARROW	EACH	300		
LEVER ARCH FILES ARROW	EACH	300		
COUNTER BOOKS 192 PAGES	EACH	20		
STAPPLE PINS STANDARD SMALL	EACH	50		

- 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.

SUBMISSION 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: 26 JANUARY 2023

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