



REQUEST FOR QUOTATION

The National Peace and Reconciliation Commission invites all PRAZ registered companies to make a firm offer for the provision of the following services:

Procurement reference number	Description of Requirements	Quantity	Closing Date
RFQ1121	A4 Diaries (Branded with 2 tone PU cover, magnetic closure, stitching & tear off perforation monthly tabbing , Zimbabwe map , Zimbabwe distance chart & Public Holidays)	160	29 November 2021
	A5 Diaries (Branded with 2 tone PU cover, magnetic closure, stitching & tear off perforation monthly tabbing , Zimbabwe map , Zimbabwe distance chart & Public Holidays)	150	
	Branded Paper Folders	200	
	Desk calendars	100	
	Wall Calendars A3	250	
	NB: Submit with samples		
	All items printed and engraved		

Commercial terms

- Bidders must have current (2021) PRAZ Registration certificate and must submit it
- Bidders must have ZIMRA registration and must submit tax clearance and VAT certificate
- Bidders must have a vendor number and must confirm in their submissions the vendor number

Instruction to bidders

- Quotations must be priced in ZWL
- Prices must include material cost, labour, taxes and any other variable costs that adds up to the total cost of the items being offered.
- The lowest quote to specifications will be awarded the contract.

The quotations must be submitted via email to , mmudeke@nprc.org.zw Cc mchinyadza@nprc.org.zw

Contact details 0719 527 625/0773854543