



ZIMBABWE INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

REQUEST FOR QUOTATION RFQ/STATIONERY/74/23

CLOSING DATE: 28/02/23

CLOSING TIME: 10:00AM

1. DISTRIBUTION

NOTICEBOARD	EMAIL	WEBSITE
	X	X

2. STATEMENT OF PROCUREMENT

ZIPAM wishes to engage suppliers for the supply and delivery of the following:

3. PROCUREMENT REQUIREMENT

Items	Unit Of Measure	Quantity	Delivery time from date of order
Accessible file box of 200	Box	10	3 days
Flat files box of 200	Box	10	3 days
Arch level files box of 10	Box	30	3 days
A4 envelopes box of 200	Box	10	3 days
Drawing pins box of 10	Box	20	3 days
Dress making pins box of 10	Box	10	3 days
A4 Counter books case of 10 (1 Quire)	Case	10	3 days
Spirals all types box; 8mm	Mm	2	3 days
12mm	Mm	2	3 days
14mm	Mm	1	3 days

TERMS AND CONDITIONS

- Registration with Procurement Regulatory Authority of Zimbabwe
- Valid Tax Clearance
- Quotation must be in ZWL

#### **4. DEADLINE OF SUBMISSION**

Quotations submitted after closing date and time will not be considered.

#### **5. SUBMISSION OF BIDS**

Each bidder shall be permitted to submit only one quotation.

**Bidders are to submit their quotations via email to the following email address [rfq@zipam.ac.zw](mailto:rfq@zipam.ac.zw)**

#### **6. QUERIES**

All enquiries must be made not more than 1 day before closing date and must be directed in writing to:

**PMU**

**ZIPAM**

**Lake Manyame, West Bank, Darwendale**

**Email: [rfq@zipam.ac.zw](mailto:rfq@zipam.ac.zw)**