



27 Boscobel Drive West
Highlands
P.O. Box CY 496
Causeway
Harare
Tel: 263-4-443465-7
Email: info@baz.co.zw

REQUEST FOR QUOTATIONS

OUR REF: RFQ04/0507/2018

05 July 2018

To All Potential Bidders

SUBJECT: REQUEST FOR QUOTATIONS – RFQ04/0507/2018

Broadcasting Authority of Zimbabwe is inviting quotations from reputable suppliers for the supply of laptop and hard drive.

RFQ NUMBER	ITEM	DESCRIPTION OF ITEM (Please give full specification)	UOM	QTY
RFQ04/0507/2018		Laptop and External Hard drive		
	1	HP ProBook 450 G4 Intel core i7-7500U CPU @2.70GHz 2.90 GHz, 8GB RAM, 1TB HDD, Windows 10 Pro 64-bit	Each	1
	2	External Hard Drive Seagate 2TB	Each	1
	3			

RFQ PUBLICATION DATE: 05 JULY 2018

RFQ CLOSING DATE: 09 JULY 2018 AT 1000 HRS

DELIVERY PLACE: 27 BOSCOBEL DRIVE WEST, HIGHLANDS, HARARE, ZIMBABWE

Broadcasting Authority of Zimbabwe's employees, Committee Members, Board Members and their relatives (spouses and children) are not eligible to participate in the tender.

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

The quotation must provide the following information.

- Bid Price **as per format above**
- Payment terms **must be clearly STATED** (BAZ terms: **After delivery**)
- Bid validity (**must be stated in days**) (**at least 30 Days**)
- Delivery period from date of official order (**must be clearly STATED in days**)
- **Clearly state VAT registered or Not VAT registered. NB** – All VAT registered suppliers to indicate their VAT number on the quotation.

Quotations/bids must be accompanied by the following documents:

- Copy of Valid Tax Clearance Certificate from Zimbabwe Revenue Authority
- Copy of Certificate of incorporation
- Current proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) or State Procurement Board under relevant category (attach copy of the Government gazette)

SUBMISSION OF QUOTATIONS

All quotations must be submitted in sealed envelopes and endorsed on the outside with the Request for Quotation number, description and closing date. Quotation must be deposited during business hours into the Tender Box, situated at Broadcasting Authority of Zimbabwe, Reception area, number 27 Boscobel Drive West, Highlands in Harare, Zimbabwe addressed to: The Procurement Manager

Broadcasting Authority of Zimbabwe
27 Boscobel West drive
Highlands
Harare

Also send via email to : **procurement@baz.co.zw**

On or before 1000hours on the closing date.

Tenderers are free to witness the opening of the tenders on the closing date and time.

Late submissions will not be accepted. Broadcasting Authority of Zimbabwe does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or part of any tender.