



TENDER FOR THE SUPPLY AND DELIVERY OF 2024 BRANDED DIARIES TO THE ZAMBEZI RIVER AUTHORITY

REQUEST FOR QUOTATIONS

REFERENCE: ZRA/PRC/08/2023

1. Zambezi River Authority (**the Authority**) has set aside funds for eligible payments to be made for the tender for the supply and delivery of 2024 branded diaries as follows:

No.	Description	Quantity	Delivery Period
1	Standard Diaries (Branded with the Authority's corporate colors). Size A5	1,000	6 weeks
2	Executive Diaries (Branded with the Authority's corporate colors). Size B5	200	6 weeks

2. Bidding will be conducted using Simplified Bidding procedures specified in the Authority's Procurement Policy and Procedures Manual.
3. The Authority now invites sealed quotations from prospective Bidders for the supply and delivery of 2024 branded diaries.
4. Request for Quotations Documents are available on the Authority's website: www.zambezira.org and can also be obtained through email sent to Procurement@zambezira.org
5. Further information can be obtained at the address below during working hours from 08:00 to 16:30 hours local time or Email: Procurement@zambezira.org or through the Procurement Office at Club Chambers Building in 4th Floor, Corner Nelson Mandela Ave./3rd Street, Harare, Zimbabwe.

6. Sealed Quotations with **labelled diary samples** must be deposited into the **Tender Box** located at Zambezi River Authority Reception Area, 4th Floor Club Chambers Building, Corner Nelson Mandela Ave/3rd Street, Harare, Zimbabwe clearly marked **'ZRA/PRC/08/2023: Tender for the supply and delivery of 2024 branded diaries,** not later than **8th September 2023** at **1600 Hours**.
7. **Closing date and time:** The closing date and time is **8th September 2023 at 1600 hours** and received Quotations will be opened in the presence of Bidder representatives who wish to attend at 1600 hours same day.