

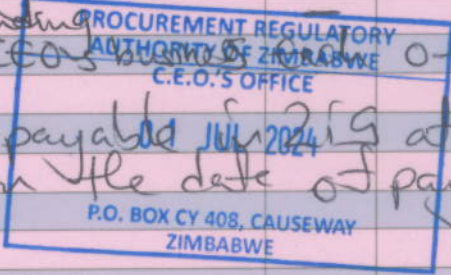


PURCHASE ORDER

001499

SUPPLIER'S DETAILS	TENDER	Number
Printflow P/L	DETAILS	Quotation/Bid Reference
		RFQ
		Expiry date

No.	QTY.	DESCRIPTION	UoM	Unit Price	TOTAL	
1	5	PPDPA Act Handbooks	Each	4-00	20-00	USD
-	-	Printing & Binding	-	-	-	
2	5	PPDPA Act Regulations	Each	4-50	22-50	USD
-	-	Printing & Binding	-	-	-	
3	1000	Printing of CEOs cards	Each	0-15	150-00	USD
*Total Amount is payable <u>July 2024</u> at the official exchange rate on the date of payment						
Subtotal					192-50	USD
VAT					-	
GRAND TOTAL					192-50	USD



Initiated by: S. Chikandori
 Name and Signature

Approved by: T. Kangaru
 Name and Signature

Authorised by: PN Tane
 Name and Signature

Date: 01/07/2024

Date: 01/07/2024

Date: 01/07/2024

Memorandum - Procurement Management Unit

To : Chief Executive Officer
Mr. C. Ruswa

PMU Manager
Mr. T. Kangara



From : PMU Officer
Mr. S. Chikondori



Date : 01 July 2024

SUPPLY AND DELIVERY OF PPDPA ACT, REGULATIONS HANDBOOKS AND BUSINESS CARDS

The Finance, Admin and HR department would like to procure the following goods:

No	Description	Qty
1.	PPDPA Act Hand book printing	5
2.	PPDPA Act Regulations Hand book printing	5
3.	Business Cards Executive	1000

The following suppliers on the PRAZ registered suppliers list on eGP responded to the RFQ: -

1. Printflow P/L
2. Hibre Point Enterprises P/L

Comparative Schedule

Item 1: PPDPA Act Hand book printing

Rank	Bidder Name	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Printflow P/L	4.00	5	20.00
2.	Hibre Point Enterprises P/L	42.30	5	211.50

Item 2: PPDPA Act Regulations Hand book printing

Rank	Bidder Name	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Printflow P/L	4.50	5	22.50
2.	Hibre Point Enterprises P/L	42.30	5	211.50

Item 3: Business Cards Executive

Rank	Bidder Name	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Printflow P/L	0.15	1000	150.00
2.	Hibre Point Enterprises P/L	0.17	1000	170.00

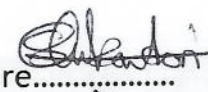
Recommendations

The Procurement Management Unit is recommending an “Award” for supply and delivery of PPDPA Act, Regulations Handbooks and Business Cards as follows: -

Item	Bidder Name	Item description	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Hibre Point Enterprises P/L	PPDPA Act Hand book printing	4.00	5	20.00
2.		PPDPA Act Regulations Hand book printing	4.50	5	22.50
3.		Business Cards Executive	0.15	1000	150.00
Total Amount in USD					192.50

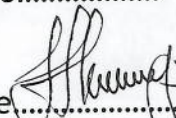
Compiled by:

S. Chikondori (PMU Officer)

 Signature..... Date.....01/07/2024

Reviewed by:

T. Kangara (PMU Manager)

 Signature..... Date.....01/07/24

CHIEF EXECUTIVE OFFICER
Approved / Not Approved

 Signature:..... Date:.....01/07/24

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)



003373

**PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
PURCHASE REQUISITION FORM**

Purchase Requisition

No.....

DELIVERY: on or before.....

Quantity	Description	Last purchase Price	
		Unit Price ZWS	Total PriceZWS
5	Being request for PPDPA Act		
5	and PPDPA General Regulations, for the new members who joined the operations Department.		
Total			

Purpose: PPDPA's for new members

Expenditure Budgeted—Yes/No Funds Available—Yes/No (Tick the applicable)

Requested by: S. Kudatwale Signature: [Signature] Date: 24/01/24

Recommended by: N. Towe Signature: [Signature] Date: 24/1/24

Budget Confirmed by: C. Chirene Signature: [Signature] Date: 24/01/24

CEO Approved/Not approved: e. Kuswa Signature: [Signature] Date: 26/1/24

Date Received by Procurement Management Unit:

Tender Id 2426
 Organization Name Printflow Pvt Ltd
 Address Box CY341 Harare
 Email printflowmarketing@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price USD	Total Price USD payable in ZIG at the official exchange rate
1	82121500	Printing	PPDPA Act Hand book printing	5	Each	4	20
2	82121500	Printing	PPDPA Act Regulations Hand book	5	Each	4.5	22.5
3	82121500	Printing	Business Cards for executive	1000	Each	0.15	150
Total =							192.5000

Tender Id 2426
 Organization Name Hibre Point Enterprises P/L
 Address 19 183 Ridgeview Harare
 Email hibrepoint1@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price USD	Total Price USD payable in ZIG at the official exchange rate
1	82121500	Printing	PPDPA Act Hand book printing	5	Each	42.3	211.5
2	82121500	Printing	PPDPA Act Regulations Hand book	5	Each	42.3	211.5
3	82121500	Printing	Business Cards for executive	1000	Each	0.17	170
Total = 593.0000							



Zimbabwe Revenue Authority



TAX CLEARANCE CERTIFICATE (TIF263)



Your Tax position is Satisfactory. No tax should be withheld

Validity Period (from-to): 1 January 2024 - 30 June 2024

TIN: 2000146384

Taxpayer Name: Printflow (Pvt)td

Trade Name: Printflow

Issued on: 16/01/2024

Authentication Code: 47083369

The authentication and validity of this certificate must be validated on ZIMRA Page: mytaxselfservice.zimra.co.zw using the Authentication Code on QR Code

ZIMRA reserves the right to withdraw this certificate at any time, should it become necessary during the period for which this certificate is valid





Zimbabwe Revenue Authority



TAX CLEARANCE CERTIFICATE (ITF268)



Your Tax position is Satisfactory. No tax should be withheld

Validity Period (from-to): 1 January 2024 - 30 June 2024

TIN: 2060146304

Taxpayer Name: Printflow (Pvt) Ltd

Trade Name: Printflow

Issued on: 16/01/2024

Authentication Code: 47083669

The authentication and validity of this certificate must be validated on ZIMRA page: mytaxselfservice.zimra.co.zw/05tag the Authentication Code or QR Code

ZIMRA reserves the right to withdraw this certificate at any time, should it become necessary during the period for which this certificate is valid

