



PURCHASE ORDER

001511

SUPPLIER'S DETAILS	TENDER DETAILS	Number
Lighthouse Print P/L		Quotation/Bid Reference: RFAQ
		Expiry date

QTY.	DESCRIPTION	UoM	Unit Price	TOTAL
100	Copies Copy editing, designing, proof reading, and printing of PRAZ 2024 half year Magazine	Each	16-25	1,625-00 USD
Total amount is payable in Z\$ at the official exchange rate on the date of payment JULY 2024				
Subtotal				1,625-00 USD
GRAND TOTAL				1,625-00 USD

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
 G.P.O. BOX 207
 P.O. BOX CY 408, CAUSEWAY ZIMBABWE

Initiated by: S. Chikandori
 Name and Signature

Approved by: T. Kanyemba
 Name and Signature

Authorized by: C. Kusimira
 Name and Signature

Date: 12/07/2024

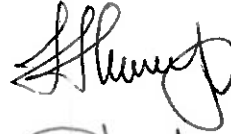
Date: 12/07/2024

Date: 12/07/2024

Memorandum - Procurement Management Unit

To : Chief Executive Officer
Mr. C. Ruswa

PMU Manager
Mr. T. Kangara



From : PMU Officer
Mr. S. Chikondori



Date : 11 July 2024

COPY EDITING, DESIGNING, PROOFREADING, AND PRINTING OF PRAZ 2024 HALF-YEAR MAGAZINE

The Corporate Communications department would like to procure the following:

No	Description	Qty
1.	Copy editing, designing, proofreading, and printing of PRAZ 2024 Half-Year Magazine	100

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

1. Lighthouse Print P/L
2. Upper House Print P/L

Comparative Schedule

Rank	Bidder Name	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Lighthouse Print P/L	16.25	100	1,625.00
2.	Upper House Print P/L	20.60	100	2,060.00

Recommendations

The Procurement Management Unit is recommending an “Award” of copy editing, designing, proofreading, and printing of PRAZ 2024 half-year magazine as follows: -

Item	Bidder Name	Item description	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Lighthouse Print P/L	Copy editing, designing, proofreading, and printing of PRAZ 2024 Half-Year Magazine	16.25	100	1,625.00
Total Amount in (USD)					1,625.00



Compiled by:

S. Chikondori (PMU Officer)

Signature.....*S. Chikondori* Date.....12/07/2024

Reviewed by:

T. Kangara (PMU Manager)

Signature.....*T. Kangara* Date.....11/07/24

CHIEF EXECUTIVE OFFICER

Approved / Not Approved

By



Signature:..... Date:.....12/7/24

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)

Tender Id 3065

Organization Name Upperhouse Media P/L
NO 24 George Sllundika Avenue, Mercury

Address House, First floor
Email upperhouseprint@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	Design, Proof reading and Printing of PRAZ Bi- Annual Magazine	100	Each	20.6	2060
							Total = 2060.0000

Tender Id 3065
 Organization Name LightHouse Print P/L
 Address 142 King George Road Avondale Harare
 Email sales@lighthouseprint.co.zw

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	Design, Proof reading and Printing of PRAZ Bi- Annual Magazine	100	Each	16.25	1625
							Total = 1625.0000

Tender Id

3065

Organization Name Upperhouse Media P/L
N0 24 George Silundika Avenue, Mercury

Address House, First floor

Email upperhouseprint@gmail.com

No.	Item Description	Confirm Technical Specification
1	Copy editing, designing, proofreading, and printing of PRAZ 2024 Half-Year Magazine. (+/- 30 pages) in Word and Excel format	Compliant
	Printed on A4 Gloss pages with gloss hardcover	compliant
	Printed on full-color	compliant
	softy copy convertible to pdf & web version	compliant
	Content and pictures to be provided by PRAZ Corporate Communications	compliant
	Printed copies â€” 100	compliant
	Electronic copies - 1	compliant



Zimbabwe Revenue Authority

TAX CLEARANCE CERTIFICATE (ITF263)

Your Tax position is Satisfactory. No tax should be withheld
Validity Period (from-to): 1 July 2024 - 31 December 2024

TIN 2000506339

Taxpayer Name LIGHTHOUSE PRINT

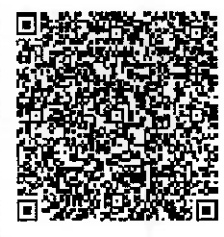
Trade Name: Lighthouse Print (Pvt) Ltd

Issued on: 09/07/2024

Authentication Code: 47209287

The authentication and validity of this certificate must be validated on ZIMRA page: mytaxselfservice.zimra.co.zw using 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



Tender Id

3065

Organization Name LightHouse Print P/L

Address 142 King George Road Avondale Harare

Email sales@lighthouseprint.co.zw

No.	Item Description	Confirm Technical Specification
1	Copy editing, designing, proofreading, and printing of PRAZ 2024 Half-Year Magazine. (+/- 30 pages) in Word and Excel format	Copy editing, designing, proofreading and printing of PRAZ 2024 Half-Year Magazine (+- 30 pages) in word and Excel format
	Printed on A4 Gloss pages with gloss hardcover	Printed o A4 Gloss pages with gloss hardcover
	Printed on full-color	Printed on full color
	softy copy convertible to pdf & web version	soft copy convertible to pdf & web version
	Content and pictures to be provided by PRAZ Corporate Communications	content and pictures to be provided by PRAZ Corporate Communications
	Printed copies â€" 100	Printed copies- 100
	Electronic copies - 1	Electronic copies - 1

Request for Quotation

To: All Prospective Bidders

Introduction

The Procurement Regulatory Authority of Zimbabwe would like to procure the following services: -

No	Description
1.	Copy editing, designing, proofreading, and printing of PRAZ 2024 Half-Year Magazine. Specifications: (+/- 30 pages) in Word and Excel format. Printed on A4 Gloss pages with gloss hardcover Printed on full-color softy copy convertible to pdf & web version. Content and pictures to be provided by PRAZ Corporate Communications Final product to be approved by PRAZ Corporate Communications Manager before print Printed copies - 100 Electronic copies - 1

If interested, you are invited to submit a comprehensive quotation for the requirements via [egp portal](#).

Your quote must include the following:

- 1) **Price in \$USD** but payable in ZiG. All cost elements must be indicated, i.e. unit price, VAT, total price, delivery, etc. No hidden/variable costs will be accepted.
- 2) **Delivery lead time (This is of paramount importance).**
- 3) **Validity period of quotation of not less than 14 days**
- 4) **Valid Tax Clearance Certificate**

Quotations must be received no later than **11 July 2024 at 1:00 pm**




002006

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
PURCHASE REQUISITION FORM

Purchase Requisition

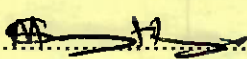
No.....

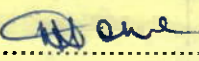
DELIVERY: on or before.....

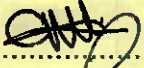
Quantity	Description	Last purchase Price	
		Unit Price ZWS	Total PriceZWS
100	Being request for the designing and printing of copies of the PRAZ half year magazine.		
			
Total			4000

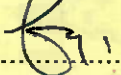
Purpose: PR - Design and printing of PRAZ half year magazine.

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

Requested by: S. MANYANDA Signature:  Date: 26/06/24

Recommended by: N. Teme Signature:  Date: 27/6/24

Budget Confirmed by: C. Chirene Signature:  Date: 27/06/24

CEO Approved/Not approved: C. Rusike Signature:  Date: 27/6/24

Date Received by Procurement Management Unit: