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**MEMORANDUM**

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**TO: MANAGEMENT AND COST ACCOUNTANT**  
**FROM: PROCUREMENT OFFICER**  
**SUBJECT: PAYMENT TO ASSOCIATE NEWSPAPERS P/L FOR  
FLIGHTING A WORLD TOBACCO EXPO ADVERT**

**DATE: 14 MAY 2024**

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Kindly avail funds amounting to **USD\$2,025.00** to **ASSOCIATE NEWSPAPERS P/L** for flighting a World Tobacco Plan Expo advert on the 3<sup>rd</sup>, 7<sup>th</sup> and 9<sup>th</sup> of May 2024 in the Daily Newspaper as per request from the Public Affairs Department (IPR -0414)

Please find attached pro-forma invoice.

Prepared by:   
.....  
**M TSIKAYI**  
**(PROCUREMENT OFFICER)**


14/05/2024  
.....  
**DATE**

Recommended/ Not Recommended: .....  
**C TSARWE**  
**(PUBLIC AFFAIRS OFFICER)**

.....  
**DATE**

Approved/ Not Approved: .....  
**EMMANUEL MATSVAIRE**  
**(A/CHIEF EXECUTIVE OFFICER)**

.....  
**DATE**

*Pauf*  
  
*14/05/24*



For Livelihoods. For Sustainability.

IPR No. 0414

SERIAL NO. No 0414

INTERNAL PURCHASE REQUISITION

(Full description of item/service must be given or requisition will be returned)

Table with 5 columns: QUANTITY, UNIT, DESCRIPTION OF GOODS OR SERVICES, EST/BUDGETED UNIT PRICE, ALLOC/NOTE APO. Contains handwritten entries for various media services like World Tobacco Expo AS adverts, Herald, Daily News, etc.

I certify that these goods/services are required for the purpose of information dissemination

DELIVER TO.....

REQUIRED DATE.....

(Normal Emergency)

REQUESTED BY: M. Sikoyi (SIGN)

APPROVED BY: [Signature] (SIGN)

TITLE: Public Affairs Officer (SIGN)

TITLE: [Signature] (SIGN)

(Head of Division/Dept)

PROCUREMENT MANAGEMENT UNIT

RECEIVED BY: M. Sikoyi

DATE: 25-04-24

NAME: [Signature] P/O (SIGN)

DATE: 25-04-24



**ASSOCIATED NEWSPAPERS OF ZIMBABWE**

Eastgate Complex, 2nd Floor, Bluebridge South  
**HARARE**  
TEL +263-4-798820-9 Vat No: 220187155

Invoice No. **TAX INV SM161653**

TIN 2000031877

**PROFOMA  
INVOICE**

<b>Customer</b>		Date	2.5.2024
Name	TIMB	Rep	MZ
City	HRE	State	ZIMBABWE
		VAT #	

Qty	Description	Unit Price	TOTAL
3	ADVERT SIZE (27 BY 5) - World Tobacco Africa Expo Advert 3,7,9 May 2024	\$586.96	\$1,760.87

SubTotal \$1,760.87

Taxes Tax @ 15% \$264.13

**TOTAL \$2,025.00**

**Payment Details**  
**NOSTRO FOREIGN CURRENCY ACCOUNT  
 BANK DETAILS**  
 Name :Associated Newspapers Of Zimbabwe  
**BANK:STANBIC BANK**  
 Account No: 9140001024743  
 Branch Code: 3120  
 Swift Code:SBICZWHX  
  
 Intermediary Bank:Standard Bank South Africa  
 SWIFT:SBZAJJ

**DOMESTIC BANKING DETAILS  
LOCAL NOSTRO**

**ALTERNATIVE BANKING DETAILS**  
 Name: Associated Newspapers of Zimbabwe  
 Bank: Commercial Bank of Zimbabwe  
 Branch: Selous  
 Account No: 02123159580048  
 Branch Code: 021  
 Swift Code:BKCHCNBJ  
**INTERMEDIARY BANK'S DETAILS**  
 Bank Name : Bank of China , Beijing  
 USD Account No:778400002647  
 Swift Code:BKCHCNBJ

**Tender Id** 329

**Organization Name** Associated newspapers of  
**Address** 2nd Floor, Bluebridge, Eastgate  
**Email** chirumet@dailynews.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit	Total Rate
1	82100000	Advertising	WORLD TOBACCO EXPO MARKETING	1	Each	2025	2025
							Total = 2025.0000





# PRAZ REGISTRATION CERTIFICATE

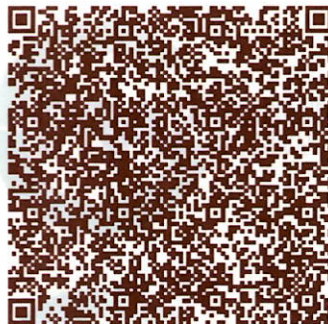
## 2024

This is to certify that **Associated newspapers of zimbabwe(PR7416539924)** is registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Public Procurement and Disposal of Public Assets(PPDPA) (General) Regulations, 2018 for category:

### Printing Services(SP006)

<b>Issued On</b>	15-Jan-2024
<b>Expires On</b>	31-Dec-2024
<b>Verification Code</b>	PRAZ-2024-767-IWN-3226

The Procuring Entity reserves the right to confirm, validate and determine the authenticity of this certificate using the above verification code on the eGP System.





Zimbabwe Revenue Authority



## TAX CLEARANCE CERTIFICATE (ITF263)



**Your Tax position is Satisfactory. No tax should be withheld**

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

**TIN** 2000031877

**Taxpayer Name** Associated Newspapers Of Zimbabwe

**Trade Name:** Associated Newspapers of Zimbabwe

**Issued on:** 05/01/2024

**Authentication Code:** 47061230

The authentication and validity of this certificate must be validated on ZIMRA page: [mytaxselfservice.zimra.co.zw](https://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

