



**PURCHASE ORDER**

001518

<b>SUPPLIER'S DETAILS</b>	<b>TENDER</b>	<b>Number</b>
Zimbabwe Newspapers PL	<b>DETAILS</b>	Quotation/Bid Reference: RFTQ
		Expiry date

No.	QTY.	DESCRIPTION	UoM	Unit Price	TOTAL
	50 copies	Copy editing, designing, proofreading, and printing of PRAZ 2023 annual report	Each	65-00	3,250-00 USD
<p>* The total amount is payable in ZIG at the official exchange rate on the date of payment.</p>					
<b>Subtotal</b>					3,250-00 USD
<b>VAT</b>					
<b>GRAND TOTAL</b>					3,250-00 USD

PROCUREMENT REGULATORY  
 AUTHORITY OF ZIMBABWE  
 C.E.O.'S OFFICE  
 P.O. BOX CY 408, CAUSEWAY  
 ZIMBABWE

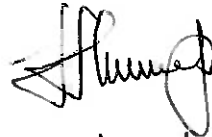
Initiated by: S. Chikandori [Signature]  
 Name and Signature  
 Approved by: T. Kangemba [Signature]  
 Name and Signature  
 Authorised by: C. Ruswa [Signature]  
 Name and Signature

Date: 22/07/2024  
 Date: 22/07/2024  
 Date: 22/07/2024

**Memorandum - Procurement Management Unit**

**To :** Chief Executive Officer  
Mr. C. Ruswa

**PMU Manager**  
Mr. T. Kangara



**From :** PMU Officer  
Mr. S. Chikondori



**Date :** 22 July 2024

**COPY EDITING, DESIGNING, PROOFREADING, AND PRINTING OF PRAZ 2023 ANNUAL REPORT**

The Legal department would like to procure the following requirements:

No	Description	Qty
1.	Copy editing, designing, proofreading, and printing of PRAZ 2023 Annual report	50

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

1. Zimbabwe Newspapers P/L
2. Readycall Marketing t/a Think Tank P/L

**Comparative Schedule**

Rank	Bidder Name	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Zimbabwe Newspapers P/L	65.00	50	3,250.00
2.	Readycall Marketing t/a Think Tank P/L	97.75	50	4,887.50

**Recommendations**

1. The Procurement Management Unit is recommending a “Award” of copy editing, designing, proofreading, and printing of PRAZ 2023 annual report to Zimbabwe Newspapers P/L in the sum of USD 3,250.00.
2. The total amount is payable in ZiG at the official exchange rate on the date of payment.




**Compiled by:**

S. Chikondori (PMU Officer)

Signature  Date 22/07/2024

**Reviewed by:**

T. Kangara (PMU Manager)

Signature  Date 22/07/2024

**CHIEF EXECUTIVE OFFICER**

Approved / Not Approved



Signature:.....Date:.....

**PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)**

**Tender Id** 3875  
**Organization Name** ZIMBABWE NEWSPAPERS (1980) PVT  
 HERALD HOUSE CONER SECOND AND  
**Address** GEORGE SILLUNDIKA AVENUE HARAREE  
**Email** pritchard.maronde@zimpapers.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	Designing, Proof Reading & Printing of PRAZ 2023 Annual Report	50	Each	65	3250
<b>Total =</b>							<b>3250.0000</b>

Tender Id 3875  
 Ready Call Marketing (Pvt) Ltd T/A Think  
 Organization Name Tank Advertising  
 Address 20 Rhodesville Avenue Greendale Harare  
 Email accounts@thinktank.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	Designing, Proof Reading & Printing of PRAZ 2023 Annual Report	50	Each	97.75	4887.5
Total = 4887.5000							

## Request for Quotation

To: \_\_\_\_\_

### Introduction

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

No	Description	Quantity
1.	Copy editing, designing, proofreading, and printing of 2023 Annual Report (+/- 120 pages) in word and Excel format. Designer to supply images depicting public procurement of goods and services. A4 size, Matte coated, to be converted to pdf & web version	50

If interested, you are invited to submit a comprehensive bid for the requirements via the eGP portal.

Your quote must include the following:

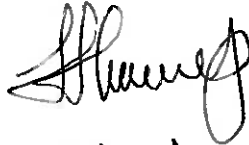
- 1) **Price in ZW\$** All cost elements must be indicated, i.e. unit price, VAT, total price, delivery, etc. No hidden/variable costs will be accepted.
- 2) **Delivery lead time (This is of paramount importance).**
- 3) **Validity period of quotation of not less than 7 days**
- 4) **Valid Tax Clearance Certificate**
- 5) **Proof of PRAZ Registration**

Quotations must be received not later than **19 July 2024, at 16:00 pm**

Memorandum - Procurement Management Unit

To : Chief Executive Officer  
Mr. C. Ruswa

PMU Manager  
Mr. T. Kangara



From : PMU Officer  
Mr. S. Chikondori



Date : 12 July 2024

**COPY EDITING, DESIGNING, PROOFREADING, AND PRINTING OF PRAZ 2023 ANNUAL REPORT**

The Legal department would like to procure the following requirements:

No	Description	Qty
1.	Copy editing, designing, proofreading, and printing of PRAZ 2023 Annual report	50

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

1. Samanachi International P/L

**Comparative Schedule**

Rank	Bidder Name	Unit Price (USD)	Qty	Total Price Vat Incl (USD)
1.	Samanachi International P/L	304.00	50	15,200.00

**Recommendations**

1. The Procurement Management Unit is recommending a “Cancellation” of copy editing, designing, proofreading, and printing of PRAZ 2023 annual report since the procurement is unreasonably exceeding budget.
2. The PMU will readvertise the procurement to seek for a more reasonable supplier providing the requirements at a cost within budget.

**Compiled by:**

S. Chikondori (PMU Officer)

Signature.......... Date.....12/07/2024

**Reviewed by:**

T. Kangara (PMU Manager)

Signature.......... Date.....12/07/24

**CHIEF EXECUTIVE OFFICER**

Approved / Not Approved



PROCUREMENT REGULATORY  
AUTHORITY OF ZIMBABWE  
C.E.O.'S OFFICE  
  
12 JUL 2024  
  
P.O. BOX 408, CAUSEWAY  
ZIMBABWE

Signature:.....Date:.....12/7/2024

**PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)**



**Tender Id** 3078  
**Organization Name** Samanachi International  
**Address** 12 Pembroke Road Emeraldhill  
**Email** sales@samanachimedia.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price USD	Total Price USD payable In ZIG at official exchange rate
1	82121500	Printing	Designing, Proof Reading & Printing of PRAZ 2023 Annual Report	50	Each	304	15200
Total = 15200.0000							



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

Purchase Requisition

No.....

DELIVERY: on or before.....

Quantity	Description	Last purchase Price	
		Unit Price ZW\$	Total PriceZW\$
120 50 Copies	Being request for copy editing, designing, proof reading and printing of the PRAZ 2023 Annual reports (± 120 pages).		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE            C.E.O.'S OFFICE              12 JUN 2024              P.O. BOX CY 408, CAUSEWAY            ZIMBABWE         </div>			
<b>Total</b>			

Purpose: PRAZ 2023 Annual reports - Legal department

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

Requested by: PP P. Bhurasho Signature: *[Signature]* Date: 11/06/2024

Recommended by: N M Tene Signature: *[Signature]* Date: 11/06/24

Budget Confirmed by: C. Chirene Signature: *[Signature]* Date: 11/06/2024

CEO Approved/Not approved: *[Signature]* Signature: *[Signature]* Date: 12/06/2024

Date Received by Procurement Management Unit: .....