

PURCHASE ORDER

001528

DETAILS Quotation/Bid Reference Expiry date Description	UPPLIER'S DET	TAILS	TENDER	Number		
DESCRIPTION DESCRIPTION DOM Unit Price TOTAL A Total A Total Declare savies for the Geal 1,300-00 USD 2-day symposium PROCUREMENT REGULATORY AUTHORITY OF ZIMBAEWE C.E.O.'S OFFICE 1,300-00 USD RAND TOTAL Itiated by: Name and Signature Date: Date	Vonalang.	g S Ndlovu	DETAILS		Direct	
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Name and Signature Printed by Printflow (Private) Limited	uthorised by:			4	by Printflow (Private) Limited	



Memorandum - Procurement Management Unit

To

:

Chief Executive Officer

Mr. C. Ruswa

PMU Manager

Mr. T. Kangara

From

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PMU Officer

Mr. S. Chikondori

Date

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26 July 2024

PROCUREMENT OF MODERATOR SERVICES FOR THE THIRD PUBLIC PROCUREMENT SYMPOSIUM MODERATOR 2024

The Capacity Building department would like to procure moderator services Annual Conference from 30 to 31 July 2024.

The procurement process is a direct procurement from the supplier in terms of Section 33 (b) of the PPDPA Act, where, for technical or artistic reasons, or for reasons connected with protection of exclusive rights, the contract can be performed only by a particular supplier and no reasonable alternative or substitute exists.

The required moderator services were identified from Nomalanga S Ndlovu. Therefore, a quotation was sought from Nomalanga S Ndlovu, and the bidder responded as follows:

No	Description	Description				Qty	Initial Price	
							Total Price (USD) Vat Inc	
1.	Moderator conference	services	for	the	2-day	1	1,300.00	
Grand Total Vat Inclusive							1,300.00	

Recommendations

- The Procurement Management Unit is recommending the direct engagement of Nomalanga S Ndlovu for moderator services for the 2-day conference for the PRAZ 2024 public procurement symposium in the sum of USD 1,300.00
- 2. The full amount is payable in ZiG at the prevailing exchange rate on the date of payment.

PMU Evaluation	Rev 0	Page 1 of 2
Memorandum	Date: 01.06.2022	



Com	pil	ed	bv:

S. Chikondori (PMU Officer)

Reviewed by:

T. Kangara (PMU Manager)

CHIEF EXECUTIVE OFFICER

Signature...

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE C.E.O.'S OFFICE

2 6 JUL 2024

Approved / Not Approved

Signature:....

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)

4440

Tender Id
Organization Name Nomalanga S Ndiovu
Address 5 Jutton street
Email missnoma@outspoke.

Item No	UNSPSC Code Lot Name		Lot Description	Quantity	иом	Unit Price USD	Total Price USD payable in ZiG at the official exchange rate
			Events management- PRAZ symposium				
1	80141607	Events management	moderator 2024	1	Each	1300	1300
					110		Total = 1300.0000

Tender Id

4440

Organization Name Nomalanga S Ndlovu

Address

5 lutton street

Email

missnoma@outspokenconsultants.com

No.	Item description	Confirm to full Specification
	PRAZ Public Procurement symposium event	
	1 director (conference running for 2 days)	compliant



Zimbabwe Revenue Authority



TAX CLEARANCE CERTIFICATE (1TF263)

Your Tax position is Satisfactory. No tax should be withheld Validity Period (from-to): 17 July 2024 - 31 December 2024

TIN 1000781165

Taxpayer Name Nomalanga Ndlovu

Trade Name: Outspoken Consultants

Issued on: 17/07/2024

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

Authentication Code: 47222776

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



Request for Quotation

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

No	Description	Quantity
1.	PRAZ Public Procurement symposium event director (conference	1
	running for 2 days)	

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

Your quote must include the following:

Introduction

- 1) Price in USD\$ payable in ZiG at the official exchange rate. 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

Quotations must be received not later than 25 July 2024, at 15:00 pm



003517

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE PURCHASE REQUISITION FORM

Purchase Requisition

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