

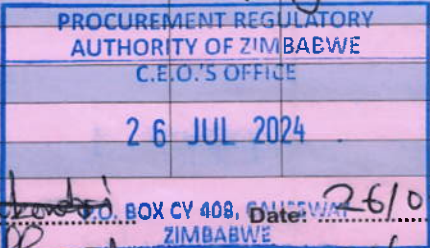


**PURCHASE ORDER**

001528

<b>SUPPLIER'S DETAILS</b>	<b>TENDER</b>	<b>Number</b>
Domalanga - S. Ndlovu	<b>DETAILS</b>	<b>Quotation/Bid Reference</b>
		Direct
		<b>Expiry date</b>

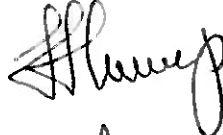
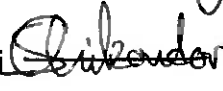
NO.	QTY.	DESCRIPTION	UoM	Unit Price	TOTAL
1	1	Moderator services for the 2-day symposium	Each	1,300-00	1,300-00 USD
* Total amount is payable in ZIG at the official exchange rate on the date of payment.					
<b>Subtotal</b>					1,300-00 USD
<b>VAT</b>					—
<b>GRAND TOTAL</b>					1,300-00 USD



Initiated by: S. Chikondori Date: 26/07/2024  
Name and Signature  
 Approved by: T. Kangari Date: 26/07/2024  
Name and Signature  
 Authorised by: C. Rugwira Date: 26/07/2024  
Name and Signature

**Memorandum - Procurement Management Unit**

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

**From :** PMU Manager Mr. T. Kangara   
 PMU Officer Mr. S. Chikondori 

**Date :** 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	Qty	Initial Price
			Total Price (USD) Vat Inc
1.	Moderator services for the 2-day conference	1	1,300.00
Grand Total Vat Inclusive			1,300.00

**Recommendations**

1. 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.




**Compiled by:**

S. Chikondori (PMU Officer)

Signature  Date 26/07/2024

**Reviewed by:**

T. Kangara (PMU Manager)

Signature  Date 26/07/2024

**CHIEF EXECUTIVE OFFICER**

Approved / ~~Not Approved~~



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

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

Tender Id 4440  
 Organization Name Nomalanga S Ndlovu  
 Address 5 lutton street  
 Email missnoma@outspokenconsultants.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	80141607	Events management	Events management- PRAZ symposium moderator 2024	1	Each	1300	1300
							Total = 1300.0000

**Tender Id**

4440

**Organization Name** Nomalanga S Ndlovu

**Address** 5 lutton street

**Email** missnoma@outspokenconsultants.com

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



## Zimbabwe Revenue Authority



### TAX CLEARANCE CERTIFICATE (ITF263)



**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

**Authentication Code:** 47222776

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



## Request for Quotation

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

### Introduction

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

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

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 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

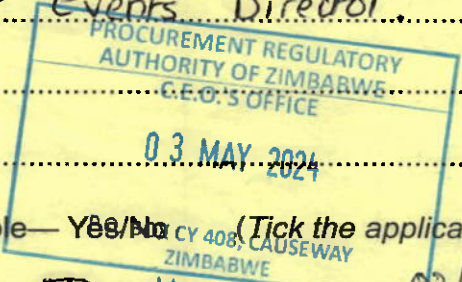
Purchase Requisition

No.....

DELIVERY: on or before.....

Quantity	Description	Last purchase Price	
		Unit Price ZW\$	Total Price ZW\$
	Being request for Public Procurement Symposium Events Directors, 30-31 July 2024.		
/			
		<b>Total</b>	

Purpose: Public Procurement Events Director.



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

Requested by: S. MANJANJA Signature: [Signature] Date: 02/05/2024

Recommended by: N. TOPE Signature: [Signature] Date: 3/5/24

Budget Confirmed by: W. [Signature] Signature: [Signature] Date: 02/05/24

Approved/Not approved: C. [Signature] Signature: [Signature] Date: 03/5/24

Received by Procurement Management Unit: .....