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REQUEST FOR QUOTATIONS

Date: 10 February 2022

Closing Date: 14 February 2022

Closing Time: 1630 Hours

Return Quotation to: info@zse.co.zw

Contact Person: Tapiwa Bepe

Delivery Period: ASAP

	Item	Description	Quantity
1	Handbook	<ol style="list-style-type: none">1. Design, print full color A5 handbook, executive binding, 200 pages (100 sheets) printed back to back. The handbook will have printed material (text, adverts, graphs and figures)2. Design an electronic version of the handbook with password encryption (preferred version is e-pub)	80 hard copies
2	Annual Report	<ol style="list-style-type: none">1. Design and print in full colour A4 annual report which will be distributed electronically 70 pages, (35 sheets)2. 15 Hard Copies3. Design of four adverts which will be included as inserts4. The annual report to be in electronic format (preferred version epub format)	15 Hard Copies

Instructions and Conditions

1. Submit Valid Tax Clearance;
2. Submit at least 3 traceable trade references including contact person, email and contact details;
3. State delivery period, validity period of quote, payment terms and any

additional costs to be incurred;

- 4.** Provide electronic links for at least two annual reports and handbook designed;
- 5.** Quotations to be submitted on email to info@zse.co.zw or tbepe@zse.co.zw
- 6.** Delivery point is Zimbabwe Stock Exchange Offices, 44 Ridgeway North, Highlands, Harare