



Harare
Institute of
Technology

Main Campus
15015 Ganges Road
Belvedere
Harare
Zimbabwe

Telephone: +263 4 741422 - 36
Website: www.hit.ac.zw

REQUEST FOR QUOTATION

TO: Suppliers of Office Furniture

CLOSING DATE 7 September 2018

DATE: 30 August 2018

CLOSING TIME: 16.30pm

RETURN QUOTATION TO: BUYING UNIT

CONTACT PERSON: Mrs W Tinonetsana

DELIVERY PERIOD: ASAP

ITEM NUMBER	DESCRIPTION (Please give full specification)	QUANTITY
1	Executive office desk	2
2	Leather swivel chair	2
3	18 inch fan	2
4	Halogen heaters	2
5	290 litre fridge	2
6	Mini conference centre	2
7	Visitors chairs	4
8	4- tier open filing cabinet with lockable cabinet underneath	2
9	Desk organiser	2
10	Office trays	4
11	Waste bin	2

INSTRUCTIONS AND CONDITIONS

1. Submit proof of registration with the State Procurement Board in the specified category
2. Submit Valid Tax Clearance
3. State delivery period
4. Payment is after delivery
5. Delivery point is Harare Institute of Technology
6. Quotations must be submitted in sealed envelopes.