



Harare  
Institute of  
Technology

Main Campus  
15015 Ganges Road  
Belvedere  
Harare  
Zimbabwe

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## REQUEST FOR QUOTATION

**TO: Stationery**

**CLOSING DATE: 23 August 2018**

**DATE: 20 August 2018**

**CLOSING TIME: 16.30 Hours**

**RETURN QUOTATION TO: BUYING UNIT**

**CONTACT PERSON: L. NTINI EXT 2175**

**DELIVERY PERIOD: 3 days**

ITEM NUMBER	DESCRIPTION ( Please give full specification)	UOM	QUANTITY
1	Ruled Paper	Reams	200
2	Arch Lever files	Each	300
3	Scissors – size 7.5"/190mm	Pair	200
4	Staplers – standard size	Each	100
5	Rulers	Each	200
6	Bin Cards – Stock	each	1000
7	Surge Protectors- AE, MUKONTRONICS,APC	Each	100

### INSTRUCTIONS AND CONDITIONS

1. Submit proof of registration with the PRAZ (former SPB) for the category applied for.
2. Submit Valid Tax Clearance
3. Delivery period must not be more than 3 days.
4. Payment is after delivery
5. Delivery point is Harare Institute of Technology
6. Quotations must be submitted in sealed envelopes indicating the closing date.

