



Harare  
Institute of  
Technology

Success through innovation

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## REQUEST FOR SERVICE LEVEL AGREEMENT

**TO: SUPPLIERS WHO PROVIDE PHOTOCOPIER**

**CLOSING DATE: 8 MARCH 2018**

**MAINTENANCE**

**DATE: 6 MARCH 2018**

**CLOSING TIME: 1600hrs**

**RETURN AGREEMENT TO: BUYING UNIT**

**CONTACT PERSON: MR MURAHWA**

**DELIVERY PERIOD: 2 WEEKS**

ITEM NUMBER	DESCRIPTION ( Please give full specification)	QUANTITY
1	INSTITUTE XEROX PHOTOCOPIER SERVICING ,	1 YEAR
	MAINTENANCE & REPAIRS SERVICE LEVEL	
	AGREEMENT	

### 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.
7. Must be Xerox Certified Distributor and Xerox Certified Engineers for Xerox Machines