



Harare
Institute of
Technology

Main Campus
15015 Ganges Road
Belvedere
Harare
Zimbabwe

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

REQUEST FOR SERVICE LEVEL AGREEMENT

**TO: SUPPLIERS WHO PROVIDE PHOTOCOPIER
MAINTENANCE**

CLOSING DATE: 14 MARCH 2018

DATE: 12 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 , MAINTENANCE & REPAIRS SERVICE LEVEL AGREEMENT	1 YEAR

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