



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: Stationery

CLOSING DATE: 23 February 2018

DATE: 21 March 2018

CLOSING TIME: 16.00 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	A4 Typek Bond paper	Ream	600
2	A3 Bond Paper	Ream	100
2	Lever arch Files(Arrow, Croxley, Alba – Rado)	Each	300
3	Cellotape 24mm Clear	Each	100
4	Assorted Eversharp pens	Each	3000
5	Stick on Pads	Each	3000
6	Stapler standard (Staedtler, Deli, Rexel)	Each	100
7	Staple pins	boxes	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.

