



Harare
Institute of
Technology

Main Campus
15015 Ganges Road
Belvedere
Harare
Zimbabwe

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Website: www.hit.ac.zw

REQUEST FOR QUOTATION

TO: STATIONARY SUPPLIERS

CLOSING DATE: 7 SEPTEMBER 2018

DATE: 31 AUGUST 2018

CLOSING TIME: 1600 HOURS

RETURN QUOTATION TO: BUYING UNIT

CONTACT PERSON: PATRICK MUBWANDA

DELIVERY PERIOD: 1 WEEK

ITEM NUMBER	DESCRIPTION (Please give full specification)	UOM	QUANTITY
1	Heavy-duty Spiral Binder (Book Binder)	Each	01
2	Heavy-duty Long Arm Stapler	Each	02
3	Staple Pins For Photocopier Machine (Model Xerox Workcenter 5955i)	Pack	10

INSTRUCTIONS AND CONDITIONS

1. Submit proof of registration with the PRAZ (former SPB) for the category applied for.
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.