



Harare  
Institute of  
Technology

Main Campus  
15015 Ganges Road  
Belvedere  
Harare  
Zimbabwe

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Website: [www.hit.ac.zw](http://www.hit.ac.zw)

## REQUEST FOR QUOTATION

**TO: Stationery**

**CLOSING DATE: 8 October 2018**

**DATE: 4 October 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	Envelopes A4	Each	4000
2	Envelopes A3	Each	3000
3	Bond paper A4- Typek	Reams	600
4	Bond paper A3	Reams	100

### INSTRUCTIONS AND CONDITIONS

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

