



Harare
Institute of
Technology

Success through innovation

Main Campus
15015 Ganges Road
Belvedere
Harare
Zimbabwe

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

REQUEST FOR QUOTATION

TO: Suppliers of Office Furniture

CLOSING DATE 19 January 2018

DATE: 11 January 2018

CLOSING TIME: 16.30pm

RETURN QUOTATION TO: BUYING UNIT

CONTACT PERSON: Mrs W Tinonetsana

DELIVERY PERIOD: ASAP

ITEM NUMBER	DESCRIPTION (Please give full specification)	QUANTITY
1	6-drawer desk	3
2	Fabric swivel chair	3
3	18 inch standing fan	3
4	Office metal bins	3

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.