



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: Stationery

CLOSING DATE: 10 September 2018

DATE: 6 September 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	Scientific Calculators (EI- 509X)	Each	20
2	Memory Sticks (16Gig)	Each	20
3	Flat Files – Arrow	Each	3000
4	A4 Transparent Covers	Each	100
5	Glue Sticks	Each	100
6	Assorted Pens Eversharp 15m(Blue 1000, Black 1000, Red 1000)	each	3000
7	Envelopes A4 Khakhi	Each	3000
8	Computer Labels (Comp B)	Each	40
9	Stamp Pad Ink – Blue	Each	100

INSTRUCTIONS AND CONDITIONS

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

