



Harare  
Institute of  
Technology

Main Campus  
15015 Ganges Road  
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Zimbabwe

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## REQUEST FOR QUOTATION

**TO: STATIONARY SUPPLIERS**

**CLOSING DATE: 19 SEPTEMBER 2018**

**DATE: 12 SEPTEMBER 2018**

**CLOSING TIME: 1630 HOURS**

**RETURN QUOTATION TO: BUYING UNIT**

**CONTACT PERSON: PATRICK MUBWANDA**

**DELIVERY PERIOD: ASAP**

ITEM NUMBER	DESCRIPTION ( Please give full specification)	UOM	QUANTITY
1	Heavy-duty Spiral Binder (Book Binder)	Each	01
2	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.

