



Main Campus  
15015 Ganges Road  
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Zimbabwe

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## REQUEST FOR QUOTATION

**TO: Stationery Suppliers**

**CLOSING DATE: 22 February 2019**

**DATE: 11 February 2019**

**CLOSING TIME: 4pm**

**RETURN QUOTATION TO: BUYING UNIT**

**CONTACT PERSON: C Mareya**

**DELIVERY PERIOD: THREE WEEKS**

ITEM NUMBER	DESCRIPTION ( Please give full specification)	QUANTITY
	<b>TRANSCRIPT PAPER (DEGREE)</b>	<b>1000</b>
	<b>TRANSCRIPT PAPER (TEC)</b>	<b>1000</b>
	<b>Samples are available at the Registration and Student Records Management Office (E101)</b>	

### 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.

