



Main Campus  
15015 Ganges Road  
Belvedere  
Harare  
Zimbabwe

Telephone: +263 4 741422 - 36  
Website: [www.hit.ac.zw](http://www.hit.ac.zw)

## REQUEST FOR QUOTATION

**TO: STATIONERY SUPPLIERS**

**CLOSING DATE: 18 January 2023**

**DATE: 16 January 2023**

**CLOSING TIME: 1500 hours**

**RETURN QUOTATION TO: PMU**

**CONTACT PERSON: O Chikanya EXT 2182**

**DELIVERY PERIOD: 2 days**

**QUOTATION VALIDITY: 30**

ITEM NUMBER	DESCRIPTION ( Please give full specification)	UOM	QUANTITY
1	Bond paper A4 preferably Typek		500 reams

### INSTRUCTIONS AND CONDITIONS

1. Submit proof of registration with PRAZ for the respective category.
2. Submit Valid Tax Clearance
3. Delivery period must not be more than 2 days
4. Payment is after delivery
5. Delivery point is Harare Institute of Technology
6. **Quotations can be sent on email: [pmu@hit.ac.zw](mailto:pmu@hit.ac.zw) indicating the closing date.**
7. **Quotations and documents should be sent as one file in PDF format.**
8. Quotations should be valid for at least 30 days to allow order processing.

**NB: Your quotation should indicate the validity, delivery time and payment terms as guided by the above instructions and conditions**