

CITY OF MASVINGO

PROCUREMENT MANAGEMENT UNIT



REQUEST FOR QUOTATION

We kindly request you to quote us with the following items:

RFQ Reference Number STOCK TONER ITEMS

DESCRIPTION	<u>QUANTITIES</u>
1. 05 A HP Toner	20
2. 80 A HP Toner	10
3. 26 A HP Toner	10
4. 17 A HP Toner	10
5. 19 A HP Toner	10

SUBMISSION OF QUOTATION

All quotations *must* be submitted before 1400hours on the 2nd of July 2020

NB: Quotations *must* be submitted to pmu@masvingocity.org.zw

Any other methods of submission will lead to automatic disqualification.

DOCUMENTS AND INFORMATION REQUIRED

1. Current tax clearance ITF 263 and PRAZ registration in the relevant category must be submitted together with the quotation.
2. Payment terms must be clearly stated and the validity period.
3. Quotations must be typed.
4. Quotation price must be in RTGs Dollar.
5. Delivery period must be clearly stated.

NB: *Failure to provide the above requirements lead to automatic disqualification.*
COMPANIES OWNED BY CITY OF MASVINGO EMPLOYEES ARE NOT ELIGIBLE TO PARTICIPATE.

Failure to deliver within the stipulated period will result in automatic cancellation of the order.

All queries regarding the RFQ number should be forwarded to PMU office direct line 0392262560 or in writing to email address: pmu@masvingocity.org.zw

City of Masvingo
Procurement Management Unit
Civic Centre
Box 17
Masvingo
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Tel: 0392262560