

# CITY OF MASVINGO

## PROCUREMENT MANAGEMENT UNIT



### **REQUEST FOR QUOTATION**

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

#### **RFQ Reference Number Treasury/209984**

<b>DESCRIPTION</b>	<b>SPECIFICATIONS</b>	<b><u>QUANTITIES</u></b>
1. Desktop	Desktop, 8 gig Ram, windows 10 genuine OS and office 2013 or higher	1

#### **RFQ Reference Number Treasury/209983**

<b>DESCRIPTION</b>	<b>SPECIFICATIONS</b>	<b><u>QUANTITIES</u></b>
1. Desktop	All in One, 8 gig Ram, windows 10 genuine OS and office 2013 or higher	1
2. Printer	Black n White, Scanner, Copier, Printer 4 in 1	1

### **SUBMISSION OF QUOTATION**

All quotations *must* be submitted before 1400hours on the 23<sup>rd</sup> of September 2020

**NB:** Quotations *must* be submitted to [pmu@masvingocity.org.zw](mailto: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](mailto:pmu@masvingocity.org.zw)**

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