

CITY OF MASVINGO

PROCUREMENT MANAGEMENT UNIT



REQUEST FOR QUOTATION

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

RFQ Reference Number Housing/208267

| DESCRIPTION | SPECIFICATIONS | <u>QUANTITIES</u> |
|--------------------|--|--------------------------|
| 1. Laptop | 1. Operating system – Windows 10 version genuine 2. Memory - min 8 gig Ram and 500gig min for secondary storage 3. Office package - office 2016 or higher 4. Processor and graphics – intel Corei7(4 cores) and Iris plus Graphics 5. Input – keyboard and touch | 1 |

SUBMISSION OF QUOTATION

All quotations *must* be submitted before 1400hours on the 25th of September 2020

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

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.

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
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Masvingo
Email: pmu@masvingocity.org.zw
Tel: 0392262560