

# CITY OF MASVINGO

## PROCUREMENT MANAGEMENT UNIT



### **REQUEST FOR QUOTATION**

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

#### **RFQ Reference Number Stock**

<b>DESCRIPTION</b>	<b><u>QUANTITIES</u></b>
1. CF 210A Toner	10
2. CF 80A Toner	10
3. Blue Pens [Box of 2 500]	5
4. Blue Bond	25
5. Counter Books 1 Quire	25
6. Counter Books 2 Quire	25
7. Exercise Books 72 pages	100
8. Envelopes C6 [Box of 500]	5

### **SUBMISSION OF QUOTATION**

All quotations *must* be submitted before 1200hours on the 28<sup>th</sup> of April 2021

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

*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)**

City of Masvingo  
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Civic Centre  
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