

CITY OF MASVINGO

PROCUREMENT MANAGEMENT UNIT



REQUEST FOR QUOTATION

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

RFQ Reference Number Stock

DESCRIPTION	<u>QUANTITIES</u>
1. Stapler [Standard]	50
2. Carbon paper [Pack of 100]	100

SUBMISSION OF QUOTATION

All quotations *must* be submitted before 1400hours on the 20th of April 2021

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.

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