

**SCIENCE AND TECHNOLOGY DEVELOPMENT
HARARE POLYTECHNIC**

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REQUEST FOR QUOTATION

TO: Suppliers of stationery

DATE: 12/3/ 2021

CLOSING DATE: 16/3/2021

CLOSING TIME: 15:00Hrs

REFERENCE: 16/21

DEPARTMENT:ICT and ADMIN

DELIVERY PERIOD: 5 days

ITEM DESCRIPTION	QUANTITY
Graph books	30
CDs -rewritable	400
Scissors	10
Date stamp ink	100bottles
Board markers pen flex	2000
Ball-pens	2000 (1000 blue,500black and 500red)
Counter books	300
A4 bond paper	300reams
Staple pin standard	100 box

INSTRUCTIONS AND CONDITIONS

1. State delivery period
2. RTGS price only
3. Payment is after delivery
4. **Submit Valid Tax Clearance AND PRAZ registration correct category**

5. Delivery point is Harare Polytechnic-Main Reception or email on hrepolyprocurement@gmail.com

Quotations must be submitted in sealed envelopes or email