**SCIENCE AND TECHNOLOGY DEVELOPMENT**

**HARARE POLYTECHNIC**

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Email: [hrepolytech@gmail.com](mailto:hrepolytech@gmail.com)

Website: www.hrepoly.ac.zw

***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**