

04 NOVEMBER 2024

RFQ00367&391/2024

ATT: Sales

**FOR THE SUPPLY AND DELIVERY OF BUSINESS CARDS**

SMEDCO invites quotations for the following Product/services: -

	Item Description	Measure	Quantity Required	Price / Unit	VAT 15%	Total Price Incl VAT
1	Business cards branded on both sides, coated, with QR codes that will show all the information when scanned	each	1200			
	<b>END</b>					

You are kindly requested to compile a quotation in accordance to the information captured in table above and indicate the following: -

- (i) You will provide your own equipments
- (ii) Payment terms (preferably payment after service provision)
- (iii) Your quote validity (preferably 14 days)
- (iv) Preferred currency on quotations is **USD** which will be **paid at the prevailing bank rate on date of payment.**
- (v) Attach your 2024 PRAZ certificate
- (vi) All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
- (vii) Name of the contact person to address issues raised by SMEDCO.

Please also include the following with your quote so as to expedite the payment process.

- i) Valid tax clearance certificate (ITF 263 form)
- ii) Bank details

iii) Quotations should be on company letterheads.

**iv) All quotations should be sent via EGP ONLY on the technical data sheet.**

All quotations should be received no later than Wednesday 6 November 2024 at 10.00 hours

Yours faithfully

**Faith Matsikiti**

PMU

SMEDCO

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**General:** +263 242 792822-24|