Attention: Potential bidder

**RE: REQUEST FOR QUOTATION (RFQ)**

Mutare Polytechnic College invites quotations for supply and delivery of the following Automotive consumables to Mutare Polytechnic College Stores of the following:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Description** | **Quantity Required** | **Price Per Unit (DDP Mutare)** | **Total Price (DDP Mutare)** | **Lead Time**  **Days)** | **Manufacturer/ Country Of Origin/Brand** | **Shelf Life**  **(In Months)** | **Lead Time** |
|  | Insulation tape 3m | **30 rolls** |  |  |  |  |  |  |
|  | Dromus B coolant litres | **40** |  |  |  |  |  |  |
|  | Brake fluid 1 L | **1** |  |  |  |  |  |  |
|  | Thinners 5L | **4** |  |  |  |  |  |  |
|  | Sand paper(variety grit auto paper ) | **300sheets** |  |  |  |  |  |  |
|  | Mutton cloth kg | **10** |  |  |  |  |  |  |
|  | Cutting disk 9 inch | **10** |  |  |  |  |  |  |
|  | Rotary wire brush 4.5 inch | **10** |  |  |  |  |  |  |
|  | Brazing wire kgs | **3** |  |  |  |  |  |  |
|  | Hacksaw blades Sand flex 18tpi | **100** |  |  |  |  |  |  |
|  | Electrode holders | **2** |  |  |  |  |  |  |
|  | Masking tape 3m | **5rolls** |  |  |  |  |  |  |
|  | Headlamp | **20** |  |  |  |  |  |  |
|  | Double filement | **10** |  |  |  |  |  |  |
|  | Single filement | **10** |  |  |  |  |  |  |

**You are kindly requested to complete this table and indicate the following:**-

1. Whether items are in stock (preference will be given to those items ex-stock as the mentioned items are needed urgently)
2. Payment period (Mutare’s payment period is 7 days from receipt of the products) or payment on delivery
3. KINDLY PROVIDE PRICES THAT ARE COMPETETIVE AND JUSTIFIABLE IN THE MARKET SO AS TO OBTAIN VALUE FOR MONEY
4. **USD CURRENCY PAYABLE IN ZIG**
5. Your bid validity should be at least 30 days
6. All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
7. Name of the contact person to address issues raised by Mutare Polytechnic College
8. Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) should be attached
9. The supplier must be able to perfom the above request by providing high quality products

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

1. Valid tax clearance certificate (ITF 263 form)
2. ***Bank guarantee Certificate ( optional) for advance payment only***
3. Bank details both ZWG and Nostro Account
4. Quotations should be on company letterheads and should sent by 06 November 2024, 1000hrs

Yours faithfully

**[MABHEKA S.]0779304537/ 0713576266**

**For: Principal**