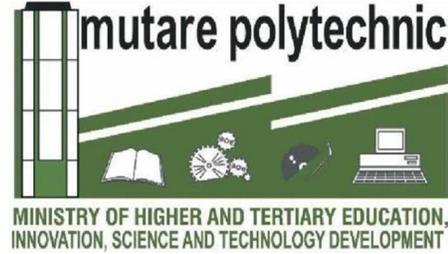


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MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

Attention: Potential bidder

RE: REQUEST FOR QUOTATION (RFQ)

Mutare Polytechnic College invites quotations for supply and delivery of the following utensils 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
	Tea urn	1						
	Flasks 1-2litre	5						
	Teaspoons	30						
	Sugar bowls	5						

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

- (i) Whether items are in stock (preference will be given to those items ex-stock as the mentioned items are needed urgently)
 - (ii) Payment period (Mutare’s payment period is 7 days from receipt of the products) or payment on delivery
 - (iii) KINDLY PROVIDE PRICES THAT ARE COMPETITIVE AND JUSTIFIABLE IN THE MARKET SO AS TO OBTAIN VALUE FOR MONEY**
 - (iv) USD CURRENCY PAYABLE IN ZIG**
 - (v) Your bid validity should be at least 30 days
 - (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 Mutare Polytechnic College
 - (viii) Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) should be attached
 - (ix) The supplier must be able to perform the above request by providing high quality products
- 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 guarantee Certificate (optional) for advance payment only**
 - iii) Bank details both ZWG and Nostro Account
 - iv) Quotations should be on company letterheads and should sent by 12 November 2024, 1000hrs

Yours faithfully
[MABHEKA S.]0779304537/ 0713576266
For: Principal