

28 November 2024

RFQ 000156

ATT: Sales

Request For Quotation (RFQ) For the Supply and delivery of toner cartridges

SMEDCO invites quotations for the following Product: -

Item No.	Item Description	Measure	Quantity Required	Extended Price incl. VAT	Total Price Incl VAT
1	89A	Each	10		
	26A	Each	15		
	151A	Each	10		
	59A	Each	10		
	17A	Each	10		
	56A	Each	5		

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

- (i) You will provide your own equipment.
- (ii) Payment terms (preferably payment after service provision)
- (iii) Your quote validity (preferably 30 days)
- (iv) KINDLY QUOTE IN USD PAYABLE AT THE PREVAILING INTERBANK RATE.**
- (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 to expedite the payment process.

- i) Valid tax clearance certificate (ITF 263 form)

ii) Bank details.

iii) Quotations should be on company letterheads.

Your quotations must be submitted on e-GP not later than 02 December 2024.

Yours faithfully

Tania N Chihuri

Procurement Clerk

SMEDCO

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