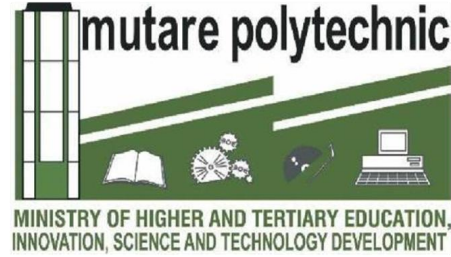




Cnr Josiah Tongogara/Robert Mugabe Way  
P.O. Box 640  
**Mutare, Zimbabwe**  
Telephone: 263-20-63141/63153  
0772136934-5/0714900016-7/0735 054 661-2  
Telfax: 020-66912  
e-mail: principalmutarepolytechnic@gmail.com  
www.mutarepolytechnic.ac.zw



Attention: .....

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

Mutare Polytechnic College invites quotations for the supply and delivery 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
1.	Tent hire 5x5 Squaremetres	1						

**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)
- (iii) All Currencies approved by the Reserve Bank of Zimbabwe will be acceptable
- (iv) Your bid validity should be at least 30 days
- (v) All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
- (vi) Name of the contact person to address issues raised by Mutare Polytechnic College
- (vii) Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) should be attached

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

Your quotations must be sent through eGP platform by [date]...28 June 2024...., [time]1000hrs.

Yours faithfully  
B. Mandebvu  
**[Name of PMU officer]**  
**For: Principal**