

15 JULY 2024

RFQ000002/2024

ATT: Sales

FOR THE SUPPLY AND DELIVERY OF TONER CARTRIDGES.

SMEDCO invites quotations for the following Product/services: -

	Item Description	Measure	Quantity Required	Price / Unit	VAT 15%	Total Price Incl VAT
1	HP TONER (151A)	each	10			
2	HP TONER (89A)	Each	10			
3	HP TONER (56A)	each	10			
4	HP TONER (26A)	Each	10			
5	HP TONER (59A)	Each	5			
	END					

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 to be sent via the e GP system.

All quotations should be received no later than Friday 17 July 2024 at 14.00 hours

Yours faithfully

Faith Matsikiti

PMU

SMEDCO

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