

15 JULY 2024

RFQ000023/2024

ATT: Sales

**FOR THE SERVICES OF 24 HOUR UNARMED SECURITY GUARD SERVICES**

SMEDCO invites quotations for the following Product/services: -

|   | Item Description   | Measure | Quantity Required | Price / Unit | VAT 15% | Total Price Incl VAT |
|---|--|---------|-------------------|--------------|---------|----------------------|
| 1 | 24 hour unarmed security guard services for Chitungwiza SMEDCO Complex | each    | 1                 |              |         |                      |
|   | <b>END</b>   |         |                   |              |         |                      |

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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