

04 September 2024

RFQ 000105

ATT: Sales

Request For Quotation (RFQ) For the procurement of stationery

SMEDCO invites quotations for the following Product: -

Item No.	Item Description	Measure	Quantity Required	Extended Price incl. VAT	Total Price Incl VAT
1	Bond paper	Reams	100		
2	Arch Lever files	Each	100		
3	Accessible files	Each	200		
4	Counter books- 2Quire	Each	20		
5	Carbon Paper	Each	10		
6	Might markers	Each	20		
7	Staplers	Each	10		
8	Paper puncher	Each	10		

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 not later than 06 September 2024.

Yours faithfully

Tania N Chihuri

Procurement Clerk

SMEDCO

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