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Telegrams: "Interior Harare"  
Private Bag 7756, Causeway, Zimbabwe  
Harare



Reference:  
Office of the President and Cabinet  
District Development Fund  
Mukwati Building  
Livingstone Avenue/4th Street  
Harare, Zimbabwe

## REQUEST FOR QUOTATION

OUR REF: DDF/RFQ --/2019/....

To : Suppliers of CATRIDGES (ICT ACCESSORIES) Publication Date: 03/12/ 2019  
Closing Date: 06/12/2019 Closing time: 10:00 am

Return Quotation to:  
Procurement Management Unit  
DDF 18<sup>th</sup> Floor Mukwati Building  
Corner Livingstone Avenue and Fifth Street  
Harare  
ZIMBABWE

Contact Details  
+263(242)706301/5  
ddfprocurements@gmail.com

RFQ NUMBER	DESCRIPTION OF REQUIREMENTS	QUANTITY	TOTAL PRICE INCLUDING VAT
IT19-01	26A HP Cartridge	2	
	55A HP Cartridge	1	
	83A HP Cartridge	2	
	17A HP Cartridge	8	

### INSTRUCTIONS AND CONDITIONS

1. Current proof of registration with the Procurement Regulatory Authority of Zimbabwe in the specified category, Copy (attach copy of the Government Gazette).
2. Copy of valid Tax Clearance Certificate from ZIMRA.
3. State delivery period.
4. Payment is after delivery.
5. Clearly State VAT Registered or Not VAT Registered NB. All VAT registered suppliers to indicate their VAT number on the quotation.
6. Bid validity (must be STATED in days).
7. Quotations must be enclosed in sealed envelopes and endorsed on the outside with the Request for Quotation number and closing date.

Office of The President and Cabinet  
District Development Fund (DDF)  
PROCUREMENT MANAGER  
03 DEC 2019  
P BAG 7756, CAUSEWAY  
HARARE, ZIMBABWE