


Fax: 708848 Telex: 24778 Telephone: 732695/9 796120/9,706301/5 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
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REQUEST FOR QUOTATION

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

To : Suppliers of Cartridges for printers
 Closing Date: 20/12/19

Publication Date: 18/12/19
 Closing time: 2.00 pm

Return Quotation to:
 Procurement Management Unit
 DDF 18th 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
IT002	HP410 BLACK TONER HP411 CYAN TONER HP412 YELLOW TONER HP413 MAGENTA TONER	1 1 1 1	

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 Management Unit (PMU)

 18 DEC 2019
 P BAG 7756, CAUSEWAY
 HARARE ZIMBABWE