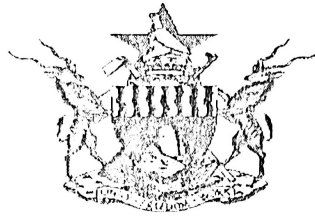


Fax: 708848
Telex: 24778
Telephone: 732695/9 796120/9,706301/5
Telegrams: "Interior Harare"
Private Bag 7756, Causeway, Zimbabwe
Harare



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

REQUEST FOR QUOTATION

OUR REF: DDF/RFQ —/2019/....

To : Suppliers of Toner Cartridges

Closing Date: 13/12/19

Publication Date: 10/12/19

Closing time: 11.00 am

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
	410 A toner	5	
	131A Black toner	1	
	78A toner	1	
	17A toner	1	
	05A toner	11	
	411A Cyan toner	1	
	412A Yellow toner	1	
	413A Magenta toner		
	26A Black cartridge		

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

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.