

**REQUEST FOR QUOTATION**

The National Peace and Reconciliation Commission invites all registered companies to make a firm offer for the provision of the following services:

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| Procurement reference number | Description of Requirements | Quantity | Closing date and time |
| RFQ0921 | **Original Toner Cartridges** | 200 units | 16 September 2021  1200hrs |
| * Box Files |
| * A4 Envelopes | 5 boxes |
| * A3 Envelopes | 2 boxes |
| * 26/6 Staple Pins | 10 boxes |
| * Money Clips | 10 boxes |
| * Mighty Markers | 4 boxes |
|  | * Sticky Note | 20 |  |
|  | * Bond Paper | 10 boxes |  |
|  | * Sciscors | 10 units |  |
|  | * Paper Puncher | 10 units |  |
|  | * Heavy duty Stapler | 10 units |  |
|  | * 8 GB Flash disk | 40 |  |
|  | * Analysis Book | 10 |  |
|  | * Muslin tape | 10 |  |
|  | * Stamp Pad ink | 10 |  |
|  | * Correction fluid/ typex | 10 |  |
|  | * Counter books 1 quire | 3 packs |  |
|  | * Pens | 4 boxes |  |

**Commercial terms**

1. Bidders must have current (2021) PRAZ Registration certificate and must submit it
2. Bidders must have ZIMRA registration and must submit tax clearance and VAT certificate
3. Bidders must have a vendor number and must confirm in their submissions the vendor number

**Instruction to bidders**

1. Quotations must be priced in ZWL
2. Prices must include material cost, labour, taxes and any other variable costs that adds up to the total cost of the items being offered.
3. The lowest quote to specifications will be awarded the contract.

The quotations must be submitted via email to [mmudeke@nprc.org.zw](mailto:mmudeke@nprc.org.zw) Cc [mchinyadza@nprc.org.zw](mailto:mchinyadza@nprc.org.zw)

Contact details 0719 527 625