



Vice Chancellor's Office
Procurement Management Unit
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MASVINGO
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Off Old Great Zimbabwe Road
Email: procurement@gzu.ac.zw

REQUEST FOR QUOTATIONS NOTICE

Date Posted	RFQ No.	Items Required	Qty	Closing Date	Closing Time
13/01/20	10408	Bond paper	1000	15/01/20	14:00
	10409	Mighty markers black/blue	30boxes	15/01/20	14:00
	10411	Envelopes A3	4000	15/01/20	14:00
	10411	Envelopes A4	8000	15/01/20	14:00
	10411	Graph books	350	15/01/20	14:00
	10416	Folders	100	15/01/20	14:00
	10416	Clock batteries(Energizer)	200	15/01/20	14:00
	10416	Musking tape(25-30mm)	150	15/01/20	14:00
	10417	Staple pins(boxes)	20	15/01/20	14:00
	10417	Staplers(small)	10	15/01/20	14:00
	10417	Paper punch	4	15/01/20	14:00
	10417	Scissors	4	15/01/20	14:00

SUBMISSION OF QUOTATION

All quotations must be enclosed in sealed envelopes, endorsed on the outside with the advertised RFQ number, the closing date and Time and deposited in the Tender Box at GZU Law School, on or before 14 00 Hours on the closing date notified.

NB: No other methods of submitting quotations to be used other than depositing in the Tender box. Any other methods of submission will lead to automatic disqualification.

DOCUMENTS AND INFORMATION REQUIRED

- 1. Current Tax Clearance Certificate ITF 263 must be submitted together with the quotation***
- 2. PRAZ registration is a must***
- 3. Payment terms must be clearly stated and the valid period***
- 4. Quotations must be typed.***
- 5. Delivery period must be clearly stated***

NB: Failure to provide the above requirements lead to automatic disqualification.

COMPANIES OWNED BY GREAT ZIMBABWE UNIVERSITY STAFF AND FORMER EMPLOYEES ARE NOT ELIGIBLE TO PARTICIPATE

Failure to deliver within the stipulated period will result in automatic cancellation of the order.

All queries regarding the RFQ number should be forwarded in writing to email address:

procurement@gzu.ac.co.zw