

**August 1, 2022**

**REQUEST FOR QUOTATION**

**Request for quotation for branded pens**

**PRICE SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Number of pens** | **Unit Price** | **Total Price** |
|  | We require a quotation for branded parker pens | **1000** |  |  |
|  | We require a quotation for branded ever sharp pens | **1000** |  |  |
|  | Vat sum |  |  |  |
|  | **TOTAL** |  |  |  |

**Manner of Submission**

Bids must be submitted through email or in some other electronic form are received before the end of the bidding period which is Wednesday 3 August 2022. Bids must be received at NBS Head Office on or before the closing date**, b**efore **10:00 hours** on the **closing date.**

Offers not received by 10:00 hours on the closing date will be treated as late tenders, rejected and returned to tenderer.

**YOUR OFFER SHOULD CLEARLY INDICATE THE FOLLOWING:**

1. **Bidders must respond to the specification on a line by line basis.**
2. **A bid validity period of a minimum of 10 days from tender closing date must be firmly stated.**
3. **Bidders must provide lead time/delivery period from receipt of official order expressed in weeks.**
4. **Bidders must attach proof of PRAZ registration, Zimra Registration (Tax Clearance Certificate).**