



CITY OF HARARE

TOWN CLERK'S DEPARTMENT
SUPPLY CHAIN MANAGEMENT SECTION
NO 2 CONVENTY ROAD, HARARE
TELEPHONE: 752356/7/8/0 749897

When replying please quote **Ref PR 2023**

11 JANUARY 2022

NOTICE TO ALL SUPPLIERS

Would you please quote for the supply and delivery of the items listed below: -

Item No	Description	Unit Of Measurement	Quantity
1	Stand refurbishment: removal of old roofing sheets and replace with new ones removal of all front windows and replace with aluminum frames attend to all damaged ceiling boards and cover strips painting of interior and exterior of the building painting of carport floors and durawall panels attending to leaking outside tap Attend to floor tiles both inside and outside	each	
2	Stand design: provide a 3D exhibition design for the City of Harare Pavilion ,which includes interior and exterior walls reception desk with 2 stools Four(4) branded coffee tables and eight(8) bucket chairs 1 lounge suite 1x refrigerator 2x42inch TVs 3x info fans fisha board to have a digital information sign outside light box Fresh flowers everyday	each	
3	24 hr security coverage for 9 days	hours	
4	Landscaping		

(a) **Attachments**

- (i) Documentary proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) **on the relevant category.**
- (ii) VAT Certificate
- (iii) TAX Clearance

- (iv) City of Harare business licence or of any local authority where the company operates from.
- (v) registration with ZITF
- (b) **Instructions**
 - (i) Quotations in sealed envelopes quoting the reference number and the category must be deposited into the quotation box located in the reception area at City of Harare, Central Stores at No 2 Coventry Road, Workington, Harare **before 10:00hours on 24 January 2023.**
 - (ii) **Site visit date 19 January 2023, 2pm, City of Harare, ZITF Stands, Bulawayo**
 - (ii) The price must be quoted in ZWL\$.

NB: PLEASE DO QUOTE THE ITEMS SEPARATELY

Ms R Biza
Principal Buyer