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Harare

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REQUEST FOR QUOTATIONS

Date: 27 January 2020

Closing Date: 06 February 2020

Closing Time: 1630 Hours

Return Quotation to: info@zse.co.zw

Contact Person: Tapiwa Bepe

Delivery Period: ASAP

	Item	Description	Quantity
1.	Cluster Banners	-Design, print in two full colours, 4 poles and 4 Cluster flags, Double sided print, Material: Aluminium cluster poles -Size: Large 4m x 620mm -Accessories: Carry Bag for poles and carry bag for flags, Cluster stand, cluster base, ground pegs	2
2.	Round neck t-shirts	Branded round neck t-shirts	400
3.	Caps	Branded Caps 5 panel Cotton Contrast Piping cap Hard front, pre-curved peak, Velcro closure, cotton twill fabric Colour: Royal/white	
4.	Pens	Branded pens	2,000
5.	Business Card Holder	Branded Soft Cover Business Card holder, Magnetic Closure, Textured Leatherette	200

		9.5cm×6.5cm×0.8cm	
6.	Memory Sticks	Branded memory sticks Make: Verbatim, 16GB	50
7.	Corporate Shirts	Branded corporate shirts	50
8.	Handbook	Design, print full color A5 handbook, executive binding, 300 pages (100 sheets) printed back to back. The handbook will have printed material (text, adverts and figures)	200
9.	Brochures	Design and Print full color brochure on A4 gloss, printed back to back, trifold (machine folded) Three sets of 500 Design and print full colour A5 booklet brochure, printed back to back on 150gsm matt 8pager booklet -200gsm cover matt laminated	1,500 800
10	Branded Vacuum Flask	750ml Vacuum Flask -Easy pour cap -Silver in colour Dimensions: 7.8cmx28.5cmx7.8cm	100
11.	Branded Gazebo	-Design, print in full colour, collapsible gazebo -Water resistance and fully collapsible with full wall (to cover the back) -Size 3x3m, Aluminium Frame -Accessories-Ropes, pegs and carry bag	1
12.	Trestle Tables	Foldable trestle tables -Size when opened	1

		153cm wide x 76cm deep x 76cm high -Drop lock rings on legs to prevent table collapsing. -Material: Marquee Colour: Grey	
13.	Exhibition Stand branding	Design, print and installation of Indoor vinyl posters for shell scheme exhibition stand (to cover standard ZITF Size 9*6- stand height by 9m long by 2 sides)	

Instructions and Conditions

1. Submit Valid Tax Clearance;
2. Submit at least 3 traceable trade references including contact person, email and contact details;
3. State delivery period, validity period of quote and payment terms;
4. Provide physical samples for Items 2-10(for shortlisted suppliers) before final approval;
5. Delivery point is Zimbabwe Stock Exchange Offices, **44 Ridgeway North, Highlands, Harare** for items 1-12.
6. The location for the exhibition stand and poster installation is ZITF Bulawayo;
7. Quotations can be submitted on email (info@zse.co.zw) or in sealed envelopes to the address specified on note 5 above.