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**Reference No. CACH-T-2016-373:**

**Date: 29<sup>th</sup> April 2016.**

RE: **RFQ for laptops**

Caritas's Switzerland is seeking for quotation for the supply of the below listed construction materials.

This is a formal invitation to your company to submit a quotation on a letter head to Caritas's Switzerland attention through e-mail with the above reference number as the subject of the e-mail.

Kindly treat this request with urgency.

| Item No. | Description   | Unit | Qty | To be filled in by the supplier |              |
|----------|---|------|-----|---------------------------------|--------------|
|          |   |      |     | Unit price in USD               | Total in USD |
| 1        | HP intel core i7, 6GB RAM, 600GB HDD preinstalled Windows 8 Professional and Microsoft Office 2013 license. | Pc   | 2   |                                 |              |
|          |   |      |     |                                 |              |

Kindly provide the following information on your quotation.

- a) Delivery terms
- b) Payment terms
- c) Payment method
- d) Quotation validity

NOTE: This inquiry implies no obligation on the part of Caritas Switzerland (buyer). Caritas reserves the right to reject any or all quotations and/or to accept the most attractive offer. This is NOT an order.