

Caritas Switzerland, Hai Mission
Area Katire Road,
Torit Eastern Equatoria State
South Sudan
E-mail. southsudan@caritas.ch

Reference No. CACH-T-2016-377:

Date: 21st May 2016.

RE: **RFQ for Anti-virus (IT items)**

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

This is a formal invitation to your company to submit a signed quotation on a letter head to Caritas's Switzerland tender committee in a sealed envelope cleared marked with the above reference number as quotation for Anti-virus (IT items)Ref: CACH-T-2016-377.

Due to the urgency to have these materials, the last date of submission of quotations is 5:00 pm by 26th May 2016.

No.	QTY	UNIT	Item Description
1	10	users	Microsoft Office Professional NON-Commercial Licenses
2	20	users	Antivirus Software with License (Ask Kaspersky Internet Security and ESET Smart Security for Comparison)
3	6	users	Antivirus Software with License (Ask Kaspersky Internet Security and ESET Smart Security for Comparison)
4	14	users	Antivirus Software with License (Ask Kaspersky Internet Security and ESET Smart Security for Comparison)

Your bid should clearly indicate the following:

- Currency of offer in USD
- Net price after deduction of discounts:
- Confirmed delivery schedule:
- Validity of the offer no less than 4 months.
- Detailed specifications of what item you are quoting for coupled with pictures:

Conditions of bidding:

- Bids must be valid for minimum 40 days
- Payment terms will be within 30 days after receipt of goods and invoice, by bank transfer/cheque only.
- A reference list.
- All items have to be delivered to Torit as stated above.

-Deadline for submission of bids is May 26th 2016 before 5:00pm.

-NB: No tender documents are to be requested from the office. You only need to submit your quotation as instructed above in a sealed envelope to Caritas Torit office.

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.