

**INVITATION TO BID**

**Subject: Request for Quotations (RFQ) for Purchasing 7 Motor Bikes (Boxer 125 CC), 5 Laptops and Office Furniture**

**Reference number:**

s/no.	Items Descriptions	Ref. Number
1	7 Motor bikes (Boxer)	VOSDO/Wau/10/3/18.1
2	5 Laptops	VOSDO/Wau/10/3/18.2
3.	Office furniture (10 Chairs, 3 Table, 2 cupboard)	VOSDO/Wau/10/3/18.3

**Manner of Submission:**

Please submit your tender in accordance with the requirements detailed below;

- ✓ **By hand delivery** to VOSDO office Wau State, Hi Phalata along airport road in sealed envelope clearly marked “VOSDO/Wau/10/3/18.1, and/ or VOSDO/Wau/10/3/18.2, and/ or VOSDO/Wau/10/3/18.3”.
- ✓ **By Email** to the following address (Tender committee email): [TENDER.VOSDO@gmail.com](mailto:TENDER.VOSDO@gmail.com) with the email subject line “VOSDO/Wau/10/3/18.1, and/ or VOSDO/Wau/10/3/18.2, and/ or VOSDO/Wau/10/3/18.3”.

**Deadline for submission of bids is 23<sup>rd</sup> of March, 2018, 14:45 PM before 5:00pm.**

S/N	TYPE/MODEL	QTY	DETAILED SPECIFICATION
1.	Boxer 125 CC	7 Pieces	<b>Specifications</b> – Boxer 125 CC both kick start and Starter start. <b>Color</b> – any <b>Accessories</b> - Helmet and any safety gear for riding
2.	Laptops	5 Pieces	Operating system: Windows 10 Hard Drive: 500 GB Processor: i5 RAM: 4 GB System type: 64 bits operating system
3.	Office furniture	10 Chairs	<b>Chair Dimensions:</b> Over all Height 38.5”-43.5”, Seat Width: 19.25”,

		Seat Height: 15.5"-20.5", Arm Height: 22"-31", Overall Width: 27"
	3 office table	<b>Table Dimensions:</b> Height: 29"-35", Width: 29"-30", Length: 48"-60", With three drawers
	2 Cupboards	<b>Cupboard:</b> Height: 72"-80", Width: 18"-20", Length: 36"-40", Metallic body or wooden

**Your bid should clearly indicate the following:**

- ✓ Currency of offer in USD ( United States Dollars)
- ✓ Net price after deduction of discounts
- ✓ Number of days required for **delivery to Wau-DDP** ( Duty & Delivery Paid)
- ✓ Validity Must be 40 days
- ✓ Detailed specifications (if different from stipulated specifications):
- ✓ Limitations

**Sealing and Marking of Bids**

The Bidder shall:

- ✓ Be addressed to the tender committee ( see above e-mail addresses), Wau office
- ✓ Bear the bid reference number "VOSDO/Wau/10/3/18.1, and/ or VOSDO/Wau/10/3/18.2, and/ or VOSDO/Wau/10/3/18.3" in the subject line

Bidders with questions regarding this notice should send them in writing to the email address provided above.

**Conditions of bidding:**

- ✓ Bids must be valid until the end of April 2018.
- ✓ Payment terms will be within 30 business days by bank transfer/cheque only after accepting the **Motor Bikes (Boxer 125 CC), Laptops and Office Furniture** representative and correct invoices submitted.
- ✓ A reference list with valid current phone numbers and emails.
- ✓ Business Contact details including President/Owners of the company
- ✓ VOSDO is not subject to VAT; therefore all offers should be exclusive of VAT costs.
- ✓ Deadline for submission of bids is **25<sup>th</sup> March, 2018** before 5:00pm.
- ✓ NB: No tender documents are to be requested from the office. You only need to submit your quotation as instructed above.
- ✓ If submitting in an EMAIL format, only bids submitted solely to [TENDER.VOSDO@gmail.com](mailto:TENDER.VOSDO@gmail.com) will be accepted. If contacted directly by VOSDO, do not submit to the SP contacts email address.

**Terms & Conditions:**

- ✓ VOSDO accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
- ✓ VOSDO reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- ✓ Payment is upon delivery and after preliminary verification of the items specified; their functionality and originality;
- ✓ VOSDO reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.