

Caritas Switzerland, Hai Mission  
Area Katire Road,  
Torit Eastern Equatoria State  
South Sudan  
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**Reference No. CACH-T-2016-223:**

**Date: 21st May 2016.**

RE: **RFQ for printer**

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 Printer Ref: CACH-T-2016-223.***

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

No.	QTY	UNIT	Item Description
1	1	Pc	Laserjet printer 400 M401
2	1	Pc	Casio calculator (medium size 9 digits)

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.