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Reference No. CACH-T-2016-227:

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RE: **RFQ for office furniture**

Caritas's Switzerland is seeking for quotations from competent companies for the supply of the below ICT office equipments.

Eligible companies are hereby invited to submit quotes to Caritas's Switzerland attention through e-mail by stating the above reference number in the e-mail subject.

S/N	Quantity	Unit	Item description	Comments
1	1	Pc	Medium back fabric mobile chair black	Please provide catalogue or pictures
2	1		Wooden cabinet(2 lockable shelves lower,3 lockable shelves upper)	Please provide catalogue or pictures
3	1		Office desk	

Your offer 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.

NB:Please provide catalogues or pictures of what you are quoting for.

Kindly provide the following information on your quotation.

- Delivery terms
- Payment terms
- Payment method
- 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.