

Caritas Switzerland, Hai Mission Area Katire Road, Torit Eastern Equatoria State, South Sudan

Email: [lagrey@caritas.ch](mailto:lagrey@caritas.ch)

Copy: [southsudan@caritas.ch](mailto:southsudan@caritas.ch)

Tel: +211 955 489480

Date: 20th April, 2017

RE: REQUEST FOR QUOTATION FOR: Request for Stationaries

Suppliers are requested to submit the Original of this Quotation in a Sealed Envelope at the above Address or by email as soon as possible. Dateline for the submission quotations is 25<sup>th</sup> April. 2017. Kindly attach your registration certificates, TIN and Bank details.

S/N	Description	Unit	Quantity	To be filled by the Supplier	
				Price in USD	Total Price
1	Rulers AIM 30cm	Dozens	1		
2	A4 Evelopes	Ctn	1		
3	Soft board pins	Box	2		
4	Staple pins 24/6	Box	5		
5	White washing(Correctional fluid)	Box	5		
6	Stapling machine Kangaro 24/6	Pcs	5		
7	Stick note pads Assord colors	Ctn	1		
8	Big cellor tape	Pcs	5		
9	A3 Evelopes-Khaki	Pkts	20		
10	A5 evelopes-Khaki	Pkts	20		
11	Signature books	Pcs	1		
12	Paper clips big and small 5/5	Box	10		



13	Toner cartridge 80A	Pcs	10		
14	Plastic Spring files	Pcs	50		
15	File folders	Pcs	30		
16	Flip chart stand	Pcs	1		
17	Camera- CANON PowerShot G7X	Pcs	1		
18	Permanent markers-Assorted colors	Pkts	20		
19	White board with stand	Pcs	1		
20	Projector	Pcs	1		
21	Manila cards-Assorted colors	Reams	3		
22	Small Envelopes A6	Pkts	10		
23	Toner cartridge CE312A	Pcs	5		
24	Box files	Pcs	50		
25	Pairs of Scissors-Stainless Superior Quality	Pcs	5		
26	Document trays	Pcs	3		
27	Transport & Clearance cost to Torit	Pcs	1		

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

- Net price after deduction of discounts:
- Confirmed delivery schedule:
- Validity of the offer no less than 1 one months.

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 to reject any or all quotations and/or to accept the most attractive offer. This is NOT an order.

Prepared by Lemi Agrey Oliver

Suppliers name \_\_\_\_\_

Signature

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Date

Stamp & Signature

Contact