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**Reference No. CACH-T-2016-372:** **Date: 29th April** **2016.**

RE: **RFQ for laptops**

Caritas’s Switzerland is seeking for quotation for the supply of the below listed construction materials.

This is a formal invitation to your company to submit a quotation on a letter head to Caritas’s Switzerland attention through e-mail with the above reference number as the subject of the e-mail.

Kindly treat this request with urgency.

| **Item No.** | **Description** | **Unit** | **Qty** | **To be filled in by****the supplier** |
| --- | --- | --- | --- | --- |
| **Unit price****in USD** | **Total****in USD** |
| 1 | HP intel core i7, 6GB RAM, 600GB HDD preinstalled Windows 8 Professional and Microsoft Office 2013 license. ( 2 pcs should be touch screen) | Pc | 5 |  |  |
|  |  |  |  |  |  |

Kindly provide the following information on your quotation.

1. Delivery terms
2. Payment terms
3. Payment method
4. 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.