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Reference No. CACH-T-2016-346:

Date: 22nd April 2016.

RE: **RFQ for ICT equipments**

Caritas's Switzerland is seeking for quotation for the supply of the below listed equipments.

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	Laptop: Brand Lenovo, Toshiba, HP or MacBook with Below Specifications	Pc	3		
	Intel Core i7 Processor				
	8GB RAM				
	1 Terabyte or more Hard Drive				
	Pre-Installed Operating System				
	Microsoft Office Professional				
	13.3", 14" or 15" Screen Size				
2	LaserJet Pro 400 M475DW Multifunction Printer	Pc	1		

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.

Thanks

Lasuba Stephen