

Caritas Switzerland, Hai Mission Area Katire Road, Torit Eastern Equatoria State
South Sudan
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Tel: +211 955 489480

Date: 28st March, 2017

RE: REQUEST FOR QUOTATION FOR: Stationary and office equipment

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 of quotations is 10th April, 2017. Kindly attach your registration certificates, TIN and Bank details.

Delivery Point of the goods: **Torit**

Item No.	Description	Unit	Quantity	To be filled in by the supplier	
				Unit price in USD	Total in USD
1	Exercise books	CTN	56		
2	BLUE PENS OF 50PCS	BOX	65		
3	Red pens of 50pcs	Box	14		
4	Pencils	Ctn	3		
5	Rulers 30cm	Dozens	154		
6	Manila papers	Reams	14		
7	Erasers	CTN	2		
8	A4 Printing papers	Ream	20		
9	Flip charts	pcs	30		
10	Cartridge (05A)	Pcs	4		
11	LaserJet printer 400	Pcs	2		
12	Cartridge 80A	Pcs	8		
13	Mathematical sets	Set	900		
14	White Chalks of 20 gross	Ctn	12		
15	Colored chalk of 20 gross	Ctn	10		
16	Digital cameras	Pcs	3		

Caritas Switzerland

South Sudan Office
Torit, Katire Road
Mission Area

Phone: +211-955 489 480
Phone: +211-913 114 617
Thuraya: +88-216 433 418 21

E-mail: torit@caritas.ch
Internet: www.caritas.ch

Quality management system
ISO 9001, Reg.-Nr. 14075
NPO-Label, Reg.-Nr. 22116

Doing the right thing

17	4Q Counter books	Pcs	66	
18	Register books	Pcs	49	
19	Box files	Pcs	20	
20	Office glue	Ltrs	16	
21	Permanent Marker pens(Assorted)	Box	55	
22	Attendance book A4	Pcs	17	
23	3 Q Counter books	Pcs	10	
24	A4 Envelopes	PKts	20	
25	A3 Envelopes	PKts	20	
26	Chalk board dusters	Pcs	68	
27	Stapler Machine	Pcs	5	
28	Staples	Box	2	
29	Paper punch	Pcs	2	
30	Portable Chalkboards	Pcs	10	
31	Flash dish	Pcs	1	
32	Masking tape	Rolls	40	
32	Transport cost			
	TOTAL			----- --

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

Prepared by: _____ Supplier's signature and Stamp

Signed [Signature]

Date 28.03.17. _____

Authorised by: **Caritas Switzerland**
South Sudan Country Office Joint

[Signature]

Country Director 28 MAR 2017



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