

Procurement Number: JUB/EAF0101/026, JUB/SSD0131/001

Date: 07.09.2021

REQUEST FOR QUOTATION (RFQ)				
Requester: Tito Mathew				
Regional/Country Office	Johanniter Juba office		<i>This is just a request for quotation, not an order. Please reply promptly.</i>	
Point of Contact	Boniface Lakony			
Address:	Plot 216, Block 3-K Kololo Road, Tong Ping			
Phone	0926061182			
Email:	Tito.Mathew@thejohanniterr.org			
Date:	07.09.2021			
<u>(To be completed by supplier!)</u>				
Supplier:				
Name of supplier:		Mobile:		
Address:		Phone:		
		Email:		
Date of offer:				
		Validity of offer		
Item No:	Specification of item:	Quantity	Unit price	Total
1	HP Laptops; detailed specifications attached	19		
2				
3				
4				
		Subtotal		
		VAT (if applicable)		
		TOTAL		
Terms of payment:		Delivery time:		
Currency of Quotation:		Delivery address:		
Terms of shipment:				
Point of Contact Supplier:		Stamp of company		
Name:				
Position:				
Signature				

Quotation Requirement:

- Detailed specification of goods, service or works requested.
- All prices must be provided in United States Dollars, inclusive of any applicable taxes.
- Date of quotation must be clearly indicated.
- Validity of quotation must be indicated preferably 60 days or longer.
- Lead time necessary to deliver all items.
- Terms of delivery (Delivery shall be made to any Johanniter requesting office).
- Terms of payment should be indicated clearly.
- All quotes must be stamped and signed including the RFQ.
- Payment account details including bank name, name of the account owner, account number, account currency.
- Name of primary contact person, including telephone number and email address.


Terms and conditions:

- Johanniter accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their bid.
- Johanniter reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted.
- Johanniter shall only make payment upon delivery and verification of the services/items.
- Johanniter reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.

Submission Requirement:

- Quotations should be submitted to **Johanniter office located on Plot 216, Block 3-K Kololo Road, Tong Ping** in a sealed envelope clearly marked with subject name **Supply of Laptops** and procurement reference **JUB/EAF0101/026, JUB/SSD0131/001**.
- Any quotations must be submitted by **14.09.2021** starting **08.09.2021** and quotes submitted after the dateline shall not be considered.
- Soliciting or canvassing for favours from any Johanniter staff to manipulate the procurement process shall lead to automatic disqualification.
- Johanniter shall request for sample is required and failure to submit samples will lead to automatic disqualification.
- A signed and stamped copy of the RFQ should accompany the quotation.

Detailed Specification of Laptops.

No.	Item Description	Units Type	Quantity
1.	<p>HP ProBook 640 G5 Notebook PC Preinstalled operating system: Windows 10 pro Processor: 8th Generation Intel Core i7 processor Hard drive: 1 TB RAM: 16 GB</p> 	Each	19