

MERCY CORPS 'country name'

Address Line 1
Address Line 2

Request for Quotation



Quotation Due by (Date):

Name of supplier:

Registration or Tax Identification Number:

Date	PR No. KCH8043
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Item	Qty.	Unit	Description	Price per Unit	Extended Price	Terms of payment	Delivery schedule	Warranty	Validity of offer	Origin of Goods
1	20	Box	A4 printing papers							
2	10	pc	Hp tonner cartridge 30A							
3	5	pc	Punch machine							
4	10	pc	Stapplers medium size for small staples							
5	15	pc	Pin Removers							
6	5	Dozen	Envelop A4 size							
7	2	Dozen	Envelop A3 size							
8	15	pc	Waste bins medium size for office							
9	5	Box	Blue pens							
10	24	pc	Plastic clear bags							
11	24	pc	Box files							
12	20	pkt	Binder clip 25mm							
13	20	pkt	Binder clip 32mm							
14										
15										
16										
17										
18										
19										
20										

Insurance+Shipping+Handling

If the specifications are different or more detailed than the ones listed in the RFQ, a separate written Quote must be provided by the vendor instead of this RFQ. The Quote must include at least all information requested in this RFQ.

VAT ...%	
TOTAL:	
Delivery Address:	Mercy Corps South Sudan Juba office.

Additional information attached
(please check box if true)

Official Quote Provided By: (Address, Contact Information, Stamp and Signature) --- Supplier must provide Name/Title/Signature/Contact information and/or Stamp (or RFQ will not be considered) ---

Name: _____ **Title:** _____ **Signature:** _____ **Stamp:** _____

Contact Information (phone...): _____