

The Carter Center is inviting all companies registered in South Sudan to participate in selection process to choose a supplier for the supply of **HP Tonners & HP Printers**, as specified in the attached *Procurement Announcement*.

This process will select the most competitive proposal based on **price, delivery lead time, general terms**, and **reliability** (as demonstrated by past interaction with The Carter Center or through favorable references). The successful bidder will receive a Purchase Order supply contract. The prices quoted in the successful bidder's proposal are the prices that will be used for the contract agreement, as no negotiation is permitted in this process. So please provide your best price and terms in your proposal.

Note that The Carter Center is not obligated to select the proposal with the lowest price, nor any proposal at all. If no proposal meets the requirements of the organization the process may end without awarding a contract.

Please read the **PROPOSAL REQUIREMENTS**, the **QUOTATION REQUIREMENTS**, and the **SUBMISSION REQUIREMENTS** in the attached Procurement Announcement carefully before preparing and submitting your proposal.

On arrival, phone one of the following numbers before engaging the gate security staff:

0927718992 / 0926154761

Do not approach the security guards to request entrance to the office before contacting one of the numbers above. After delivering your proposal be sure to sign the receipt register before leaving.

Failure to follow the instructions and requirements set out in the attached Procurement Announcement may lead to disqualification of your proposal from competition.

It is your responsibility to ensure that your proposal reaches The Carter Center's office on or before the deadline specified in the attached Procurement Announcement. Proposals received after the deadline, for whatever reason, shall not be considered for evaluation. Proposals will be opened and evaluated by an internal, multi-departmental panel of The Carter Center's staff after the submission deadline.