

REQUEST FOR QUOTATION



Date of issue:	06,12.2019
Closing date:	15.12..2019
Procurement Plan lot ref:	HAA/SSD/JB//002
For further information, please contact the Contracting Authority:	Logistics and Procurement Dept healthactionafricaprolog@gmail.com healthactionafricaopsm@gmail.com
Please note that the Quotations may be send by mail or hand delivery Health Action Africa Office, Gudele 1, Behind Lou Specialist Clinic, and 5 Meter Rock City Road.	

HEALTH ACTION AFRICA INVITES YOU TO SUBMIT A QUOTATIONS FOR THE BELOW PRINTING OF LOGISTICS DOCUMENTS AND FINANCIAL VOUCHERS IN THE TABLE BELOW.

Item	Description	Qty	Currency USD/SSP		Latest Delivery date	(Country of Origin, if required)	(After Sales/Installation/ if required)
			Unit Price	Total Price			
	Logistics Vouchers						
1	Printing of Purchase request Form, carbonated with three copies,50 pages per each booklet	5					
2	Printing of Purchase order, carbonated with three copies,50 pages per each booklet	5					
3	Printing of Good Received Note , carbonated with three copies,50 pages per each booklet	5					
4	Printing of Delivery Note , carbonated with three copies,50 pages per each booklet	5					
5	Printing of Way Bills , carbonated with three copies,50 pages per each	5					



	booklet						
6	Printing of Stock Request Form , carbonated with three copies,50 pages per each booklet	5					
7	Printing of Stock Request Form , carbonated with three copies,50 pages per each booklet	5					
8	Printing of Stock Release Form , carbonated with three copies,50 pages per each booklet	5					
	Financial Vouchers						
9	USD cash payment vouchers, carbonated with three copies,50 pages per each booklet	5					
10	USD Bank payment vouchers, carbonated with three copies,50 pages per each booklet	5					
11	USD petty cash payment vouchers, carbonated with three copies,50 pages per each booklet	5					
12	SSP petty cash payment vouchers, carbonated with three copies,50 pages per each booklet	5					
13	SSP cash payment vouchers, carbonated with three copies,50 pages per each booklet	5					
14	SSP Bank payment vouchers, carbonated with three copies,50 pages per each booklet	5					
15	SSP Cash Requisitions, carbonated with three copies,50 pages per each booklet	5					



16	USD Cash Requisitions, carbonated with three copies, 50 pages per each booklet ,	5					
17	Contract Vouchers, carbonated with three copies, 50 pages per each booklet	5					
18	Exchange vouchers, carbonated with three copies, 50 pages per each booklet	5					
Total price for all items							
Delivery							
Value added tax (VAT)							
Total price incl. VAT and Delivery							
Validity of quotation 30 days.							

Signature and stamp: 



Signed by: Operations Manager

NB. Samples will be send to selected printing company via email after selection.

The Contractor

Name of the company

Address

Telephone no.

E-mail:

Name of contact person