

<b>To:</b> <b>Attn:</b> <b>Tel:</b> <b>Email address:</b> <b>Physical address:</b>	<b>Reference Number:</b>	<b>SSD14122023CW</b>
	<b>Pages:</b>	<b>1 to 2</b>
<b>From: - Eunice Baako -Procurement Unit</b>		

**Subject: Request of Quotation for office equipment (Laptops & Money counting machine).**  
**Closing date: 19<sup>th</sup> December 2023, 12:00 pm (Local time).**

IsraAID: The Israel Forum for International Humanitarian AID in South Sudan invites qualified companies/entities to quote for office equipment. The agreement will come to consideration once signed by IsraAID office in AFEX River Camp, Hai Cemetery, Juba South Sudan. The requests for Procurement of office equipment is specified as given below.

**Objectives**

- To enable staff work output and increase of work speed.

**Conditions to be considered by the service provider**

- The service provider should consider the due time of quotation
- He/she adhere to deliver on time and do any clarification before delivery
- The service provider should only quote for the best quality and quantity.
- The service provider should have all the necessary documents for operations.

Any offer for office equipment for staff RFQ which does not comply with the following instruction conditions for submission, will be considered invalid.

- A. Quotations shall be handed over to the procurement Unit, IsraAID office; Attention: Ms. Eunice Baako in a **Sealed Envelope**.

- B. Quotations must include name, address, and telephone number of the office equipment.
- C. Quotations shall be officially signed and stamped on letterheaded document;
- D. Please attach your registration valid document of the company and the previous PO of similar/relevant prior experience service of office equipment to another NGO's.
- E. Terms of Delivery shall be at IsraAID Office in Afex River Camp.

**General Conditions:**

1. RFQ evaluation results/award will not be made public;
2. Quotations should be valid for at least 60 days;
3. Partial quotes are permitted;
4. IsraAID reserves the right to purchase only selected items contained in the offer;
5. IsraAID payment terms are by bank transfer, cash payment or cheque payment within 30 days after receiving IsraAID certified invoice.
6. Code of Conduct – IsraAID suppliers should comply with IsraAID values and code of conduct by signing the according documents before the start of the agreement. In case you need further details on this please request them by email to [southsudanprocurement@israaid.org](mailto:southsudanprocurement@israaid.org)

**Request of Quotation for office equipment for staff.**

S/N	Items Description	Unit	Quantity	Unit price	Total price
1	<b>Lenovo Laptops L13.</b> - Lenovo Laptop case. - Lenovo L13 (ThinkPad). - Core i7 or Advanced. - 8GB RAM Soldered. - 512SSD. - Window 10 Pro. - 3 Year On-site	Laptops	13		
2	<b>Money Counting Machine.</b> (Office Point- Top Loading Bill Counter)	Counter	1		
	<b>Sub Total</b>				

**Note.** Specifications are not put up clarifications may be sought prior to the closing date by contacting Mr. Garang Manyok on +211 (0) 926 706 662/ Or Eunice Baako +211 (0)928 568 062.

