



**Date: 20. February.2023**

## **TENDER/REQUEST FOR QUOTATION**

### **TERMS AND CONDITIONS FOR BIDDING.**

#### **Your bid should clearly indicate the following:**

1. Provide legal required documents of the company as follows;
  - Copy of valid Certificate of tax clearance,
  - Copy of the company's certificate of incorporation,
  - Copy of Chamber of Commerce registration,
  - Copy Tax Identification Certificate,
  - Bank account details preferably where the money would be paid.
  - Copy of Certificate of Operation,
  - Company's Bank Statement,
  - Company's official address,
2. Price based on the current context and Currency of offer -USD
3. Delivery time frame; clearly indicate the number of days required for delivery to Juba:
4. Provide detailed specifications as stated on the RFQ (detailed specification if different from stipulated one):
5. Attach copies of reference list of NGOs/NNGOs for supply of the specified items.
6. Validity of the offer should be min 60 Days
7. Payment shall be within 30 working days after receipt of goods and invoice, by cheque.
8. Business Contact details including President/Owners/CEO of the company.
9. UNIDOR is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

**NOTE: Delivery DDP Juba (Tax and Duty Paid)**