

To: Attn: Tel: Email address: Physical address:	Reference Number: SSD18032024BE
	Pages: 1 to 2
From: - Eunice Baako -Procurement Unit	

Subject: Request of Quotation for professional consultant to provide training on basic computer for 25 staff.

Closing date: 21st March 2024, 4:00 pm (Local time).

IsraAID: The Israel Forum for International Humanitarian AID in South Sudan invites qualified companies/entities to quote for. The agreement will come to consideration once signed by IsraAID office in AFEX River Camp, Hai Cemetery, Juba South Sudan. The requests for professional consultant to provide training on basic computer Procurement are specified as given below.

Objectives

- To increase knowledge and understanding of basic computer software and usage.
- To Improve the betterment of exploring excel, words, power point.
- Enable staff gain knowledge in proper maintenance of computer and hence ability of care by staff to organization assets.

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 must indicate each reference number on the sealed envelope.

Any offer for procurement of professional consultant to provide training on basic computer RFQ which does not comply with the following instruction conditions for submission, will be considered invalid.

- Quotations shall be handed over to the procurement Unit, IsraAID office; Attention: Ms. Eunice Baako in a **Sealed Envelope**.
- Quotations must include name, address, and telephone number of the professional consultant to provide training on basic computer.
- Quotations shall be officially signed and stamped on letterheaded document;



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D. Please attach your registration valid document of the company and the previous PO of similar/relevant prior experience service of professional consultant to provide training on basic computer to another NGO's.

1. RFQ evaluation results/award will not be made public;
2. Quotations should be valid for at least 30 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

Request of Quotation for professional consultant to provide training on basic computer.

S/N	Items Description	Unit	Quantity
1	professional consultant to provide training on basic computer, Excel, Words document, Power point and all the general computer basic maintenance for 25 staff of IsraAID.	Training packages	1
	Sub Total		

Note: If 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.

