



**Finnish
Refugee
Council**

Request for quotation

Project title and Ref. No: SSD102KE070- RFQ Quick Books Software/2024-2025

Attention to : To all South Sudan Based Service Providers for Quick Books Online Software, Installation & Training

Validity of the offer : (from the supplier)

Deadline: 13th Sept 2024

Subject: Request for quotation to Supply, Install, Customize, Commission & Train Quick Books Accounting Software for 3Users(Latest Version)

This to request your best quotation for the following items:

No	Description of Item and technical specifications	Unit	QTY (Total units)	Unit Price (local currency or USD)	Total	Remarks
1	Installation of "Cloud based" version of the Quick Books software (Basic version): 1 year subscription renewable	Set	3 Users			
2	Customized set-up configuration (Setting up Charts of Accounts and System Personalization) with QB basic version.					
3	Set up of the process to upload massively the accountancy data from an Excel file					
4	Input all Financial transactions from May 2024 to Date					
5	Start up Training of at least 2 persons in no later than 2 weeks from the software installation					
6	Follow up training after 3 months from the start up training					
7	On line technical support always available					
Grand total						

Send in your Quotations to joy.jack@refugeecouncil.fi Cc gianmarco.pagani@refugeecouncil.fi Only quotations received within the deadline will be accepted. Please include in your quotation the overall and final cost, including the delivery cost (if applicable).
please suggest (1) terms of payment – recommended bank transfer (2) validity of your quotation (3) earliest possible date of delivery
Please Note the criterion to award the contract, either the lowest price or the best value for money principle, quality-price ratio, depending on the specificity of the contract.
Please consider that your Offer can be immediately rejected and the agreement terminated if bribery or attempted bribery is discovered at any stage of the purchasing process or of implementation.

Best Regards,

Place and date: 29/09/2024

Name and Signature: Tukube Emmanuel Lino

Position: Project Coordinator

Headquarters: Elimäenkatu 15 – 00510 Helsinki, Finland - www.refugeecouncil.fi
Country Office: C/O DanChurchAid Compound, Plot No. 573 Block 3-K South First Class Area ,
Opposite Nile Fortune Hotel, Lakes Road,
Juba - South Sudan

Refugee Council

Signature and stamp of the supplier sending back this request with its quotation

