



REQUEST FOR QUOTATION (RFQ)

Date: November 27, 2023

SUBJECT: Request For Quotation for transportation of office assets,files and others from BRAC Office in Atlabara to Aptech Building in Hai Malakal.

Sealed quotations are hereby invited for movement of the office assets and others under the terms and conditions mentioned below on their Letterhead.

Sl. No	Specification / Description	Measure	QTY	Unit Price(USD)	Total Price(USD)
01.	Brace South Sudan is looking for a qualified company in office movement to transfer the following and also provide different services.. <ul style="list-style-type: none"> • Transfer assets/files/other from Atlabara to Aptech building (block 6) Hai Malakal. • Supply of empty cartons/ other materials for packing the files and others. • Provision of labour for carrying,loading and off loading. • Arranging and cleaning the new office 	Service	1		

*Note: You can come and assess the assets before issuing the quotation if interested.

2. **Terms & Conditions:**

(a) **Following documents are to be submitted along with the RFQ:**

- (i) Copy of Operational License.
- (ii) Certificate of Registration.
- (iii) Memorandum of association.
- (iv) Tax clearance certificate..

(b) **Delivery/Completion Period:**

(c) **Quote Validity :**

(d) **Terms of Payment:**

(e) **Other Terms & Conditions:**

- (i) Payment will be transferred to your company bank account directly within 30 days after delivery and a notation on the delivery by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name and e-mail address in the Invoice / Bill through a seal.
- (i) The liquidated damage should be 0.5% per week or part thereof delay until actual delivery, up to a maximum deduction of 5% the contract price.
- (ix) The Supplier must guarantee that it complies with all applicable Anti-Terrorism Laws and does not engage in or conspire to engage in any transaction that evades or avoids, or has the purpose of evading or avoiding, or attempts to violate, any of the prohibitions set forth in any Anti-Terrorism Law. "Anti-Terrorism Laws" shall mean any laws relating to terrorism or money laundering, including: Anti-Terrorism Act of respected country (as may from time to time be amended, renewed, extended, or replaced) and any international conventions related to terrorism and counter-terrorism.

(x) For any further clarification any bidder may contact asanita.angella@brac.net/ +211923744950/+211917648050

Note: The Quotation/pro-forma invoice should be submitted not later than November 29, 2023