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SAMPLE

 ***Request for Quotation***

**To whom it may concern:**

CATHOLIC RELIEF SERVICES (CRS), an American non-governmental humanitarian organization, extends invitations to private Business in Sudan to submit tender for procurement and delivery of the following goods/service.

***[Please note: Only include bids for items with the specifications listed below.] Items***

|  |  |  |
| --- | --- | --- |
| ***Quantity*** | ***Item*** | ***Specifications*** |
| *26* | HP Laptop | Standard H/P Laptop (medium):Model # HP 840 G5 notebook 14" screenWindows 10 64-bitCore i7-80008GB RAM 1DIMM512GB SSD3/3/0 Includes battery14” LED HD Antiglare 1366x768backlit keyboardwebcamwith HP 17.3 Business Backpack (2SC67AA) |
| *2* | HP Desktop  | Standard HP Desktop: Model # HP 800 G3 SFFHP 800 G SFFWindows 10 64-bitCorei5-4570 3.2GHz8GB RAM500GB 7200RPM HDSuper-multi optical drive3/3/3USB keyboard/mouseDisplay port to DVI-D adapter with PCI Parallel card With HP Monitor 18.5 Inches  |
| *2* | UTP Cable  | UTP Cable Cat 6E or 7 Infilink for internet connection  |
| *1* | HP Printer  | HP LaserJet Pro M130 FW Wireless All in one  |
| *1* | Docking station  | Hp docking station Ulterslim 2013 D9Y32AA for Laptop 840 G5 |
| *1* | HP Monitor  | HP Monitor 23inches  |
| *1* | Mouse  | HP Mouse  |
| *1* | TP Link  | TP LINK or D-LINK mobile Wifi  |
| ***[Please note: CRS does not prefer advance payments. Vendors may place tender for some or all of the items listed. CRS retains the right to selectively delete items from this list at our discretion at the time of purchase.]*** |
| Tender must be received by \_E mail\_\_\_\_ at:  | Procurement.sudan@crs.org or hand delivery to CRS Office El Taif Block 23 House 393 El Nakheel street closed to Housh El samak  |
| Goods must be received no later than: | 6/12/2020 |
| ***[Please note: The issuance of this invitation does not constitute an award commitment on the part of CRS, nor does it commit CRS to pay for the costs incurred in the preparation and submission of a bid.]*** |

***TENDER FOR BIDS PROCEDURE***

SAMPLE

**The tender must include:**

1. The following information about the item (s) to be tendered:
2. Freight forwarding/ Country of Origin information (if equipment needs to be imported)
3. Additional customs /VAT fees, *listed separately from the actual price*
4. Payment requirements
5. Delivery schedule for all goods listed
6. The CRS PRF #
7. Vendor’s Fiscal Code

**Procedure for submitting the tender:**

1. Tender must be submitted on company letterhead/pro forma and be signed by an authorized official.
2. Tender may be submitted in a sealed envelope to CRS Office
3. Tender must be submitted by 16:00 of the last day of the competition.
4. Tender must include all of the information listed above.

***[Please note: If a tender is missing any of this information, CRS may disqualify it from the tender process.]***

**CRS will:**

1. Make a decision regarding the vendor on a basis of the best combination of the following factors:

**•Price • Quality • Terms of payment • Delivery schedule**

1. Reserve the right to reject any and all bids received.
2. Review all tenders by an internal Tender Review Committee.
3. Respond to all tenders by e mail or by phone within one week of the deadline and once all the necessary CRS internal procedures have been completed.
4. Reserve the right to make changes to the above-specified quantities, up until the time that the final awards are concluded.
5. Following the ensuing terms of payment for the commodities, complete a bank transfer to the account specified by the supplier upon completing the services*.* Payments will be made in Sudan.

Supply Chain

CRS- Sudan Program