**Date**: Sunday, December 06, 2020

To: ……………………………………………………………….

Address:……………………………………………………………

Tel: ……………………….……………………………………….

SUBJECT: Request for Quotation (RFQ)

**Plan International Sudan** invites quotations for the following under listed items:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Description of items**  | **Unit** | **Qty** | **Unit price SDG** | **Total price SDG** |
|  | HR Software system (fingerprint and payroll) to support discussion making regarding staff benefits management, deductions, employee control and issue payroll with different reports according to the department's need all these should be concurrency with fingerprint attendance system.  | Set  | 01 |  |  |

**All bidders should observe the following conditions:**

* Price currency should be in Sudanese (SDG)
* Please indicate on the quotation whether you are VAT registered or not. If VAT registered then please provide VAT number & coy of Certificate.
* All quotations must be stamped and signed by the supplier
* Quotations must be delivered to Plan International Sudan offices in sealed envelopes/ OR send by official email before the closing date.
* All bidders must indicate the delivery Period in their quotation.
* The cost should include installation & fixing and training.
* Payment will be made **after** satisfactory delivery of items, unless otherwise stated.
* Please note that this request for quotation is not an order but an invitation to treat.
* If the specifications are not clear, please contact us through the following Telephone Number: 0900934175 & 0900905225

**Plan International Sudan** reserves the right to award all, part or none of the contract for the under listed items at its discretion**.**

**Plan International Sudan** is not obliged to award the contract to the bidder with the lowest price.

The Closing Date: 13th December 2020

Signature: Signed

Name: Ahmed Mohamed

Title: Procurement Specialist