**Date**: Monday, March 08, 2021

To: ……………………………………………………………….

Address:…………………………………………………………

Tel: ……………………….……………………………………….

SUBJECT: Request for Quotation (RFQ)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **items** | **Description (Provide detailed specification)** | **Qty** | **Unit price SDG** | **Total price SDG** |
|  | White envelop A3 size | White envelop size A3 for packing dignity kits with printed Plan & GFFO logos | 750 PCS |  |  |
|  | Sanitary napkins | Sanitary napkins | 750 pack |  |  |
|  | Underwear | Underwear medium size 100% cotton | 1000 pcs |  |  |
|  | Hand soap | Hand soap 110grams , packet contents 6 pieces ( total required soap 900 pcs) | 150 pack |  |  |
|  | Toothpaste | Toothpaste contain fluoride active against tooth decay 175 grams | 750 pcs |  |  |
|  | Toothbrush | Toothbrush good quality | 750 pcs |  |  |

**Sample required for all items( we will return after selection)**

**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.
* All items should conform to the quality required and be properly packed.
* All suppliers are expected to deliver the purchased items to **Plan International Sudan** White Nile State - Kosti.
* 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 Numbers: +249 (0)900905225

**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: March 14, 2021

Name: Ahmed Mohamed

Title: Procurement Specialist