

To: *All interested companies*
Attention: *Supplier*
From: *IFRC Procurement Delegate in Central Asia*
Date: *November 14, 2023*
Re: **Quotation Request for IT equipment**

Our file ref.: TJ-0023

REQUEST FOR QUOTATION

The Federation of Red Cross and Red Crescent Societies in *Central Asia Country Cluster* kindly request your best firm offer for the following:

1. **Type and Quantity:**
Three Lots of IT equipment - software, hardware and network equipment, according to the specification. The offered price shall include the delivery of the goods, installation and setup works.
2. **Deliver Terms:**
Goods shall be delivered to the *Red Crescent Society of Turkmenistan*, address: 44, Azadi St., Ashgabat, Turkmenistan
3. **Delivery Date:**
All goods to be delivered no later than *20.12.2023*
Please state if goods are available ex-stock or state production time-frame
4. **Quality specifications:**
All goods shall be compliant with the standards specifications, as attached in Annex 1.
5. **Alternatives:**
Alternative specifications *will* be accepted.
6. **Packaging:**
All goods must be packed suitable for *road* transportation including rough handling to final destination.
7. **Language:**
All documents, markings and labelling shall be in *Russian or English languages*.
8. **Required documents and certificates:**
Please fill in the Supplier registration form. Also provide the State registration Certificate, Banking credentials, last audit report if available, bank statement information, tax department statement. Goods quality certificates.
9. **Distribution of documents and certificates**
Documents required shall be sent by the Seller to the Consignee in a timeframe indicated in the Clause 18.
10. **Cost breakdown:**
Please mark separately the following
 - * *transportation cost by mode of transport defined to destination*
 - * *commissioning works cost*
 - * *taxes shown separately*
 - * *customs clearance fee, if needed*
 - * *the final, total price*
11. **Currency:**

All costs shall be fixed and firm in *USD or EUR*.

12. Inspection

A quantity inspection is to be carried out on loading and off loading at expense of the buyer. The Seller is obliged to install the provided equipment and conduct the commissioning works.

13. Liquidation Damage Clause

Please be advised that delivery after the agreed schedule may be subject to a penalty from 0.1% up to 5% of the total cost/value of the contract.

14. Payment

Within 15 days from date of goods receipt and all supporting documents in good order by the buyer. The payment will be conducted through the bank transfer to the Seller's account. If you have another payment terms, please indicate.

15. Validity:

Your offer must remain valid until *10.12.2023* before which a Purchase Order, if placed, should be accepted by you.

16. Insurance

The Seller is fully responsible for the goods before hand over to the Buyer.

17. All or None Clause:

The IFRC reserves the right to accept the whole or part of the supplier's offer and the lowest evaluated bid will not automatically be accepted. The quantity of the requested items can be changed.

18. Conditions for submitting offers:

Offers must be received at the latest on 10:00, 28.11.2023 or earlier if possible to: **our email address:** tajikistan.bidsreceiving@ifrc.org

Offers which do not comply with the requirements of Clause 19 will not be considered.

Our telephone numbers for further information and questions:

Telephone: +993 64 222210

19. Terms and Conditions:

Please state in your offer your acceptance of attached Federation Terms and General Conditions and Declaration of undertaking.

20. Confirmation:

Please acknowledge receipt of this RFQ and indicate your intention to bid or not.

Thank you and best regards,

[Buyer]

[signature]

N.B. Kindly submit your best firm offers as there will be no negotiation.

DECLARATION OF UNDERTAKING

For the attention of

International Federation of Red Cross and Red Crescent Societies (IFRC)
IFRC Country Delegation *in Tajikistan*
Street: *120 Omar Hayom St.*
City: *Dushanbe*
Country: *Tajikistan*

Subject: Declaration of Undertaking

We the undersigned,

[Name, and address of the contractor],

Hereby declare that,

in emphasising the importance of a free, fair and competitive awarding procedure that precludes abuse, this company thus far has not offered or granted any inadmissible advantages either directly or indirectly to public servants or other persons in connection with this bid, nor shall it offer or grant any such incentives or rewards in the present awarding procedure or, in the case of an award, during the subsequent execution of the Agreement.

We shall inform our employees of their respective duties and their commitment to observe this self-imposed obligation.

Мы нижеподписавшиеся,

Название и адрес поставщика услуг

Настоящим заявляем что,

Подчеркивая важность свободной, справедливой и конкурентной процедуры присуждения контрактов победителям конкурса, исключаящей злоупотребления, наша компания до сих пор не предлагала и не предоставляла каких-либо недопустимых преимуществ, прямо или косвенно, государственным служащим или другим лицам в связи с этим предложением, а также не будет предлагать или предоставлять любые такие поощрения или вознаграждения в рамках настоящей процедуры присуждения или, в случае присуждения, во время последующего исполнения Соглашения.

Мы информируем наших сотрудников об их соответствующих обязанностях и их приверженности соблюдению этого добровольного обязательства.

Дата: _____ год _____, подпись _____