



REQUEST FOR QUOTE OFFICE EQUIPMENT – IFES SUDAN

Ref.: RFQ/10/033

Date: June 2, 2010

Subject: REQUEST FOR QUOTATIONS

The *International Foundation for Electoral Systems (IFES)* - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following items for IFES field office in Juba - Sudan.

INTRODUCTION:

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy.

DESCRIPTION OF GOODS/SERVICES:

No.	Item	Description	Qty
1	B&W Laser printer A4	HP Laserjet P2055dn or similar: double side printing and networkable	6
2	Color Laser printer A3	HP Color Laserjet 5550dn or similar: double side printing, networkable	2
3	Color Laser printer A4	HP Color Laserjet CP3505dn or similar: double side printing and networkable	2
4	Scanner A4	HP Scanjet N6350 or similar: networkable and auto-document feeder	2
5	Color Photocopier A3	Canon iRC3080i or similar: duplex copies and networkable	2

TERMS AND CONDITIONS:

1. Prices quoted must be valid for 30 days minimum.
2. All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
3. IFES reserves the right to accept or reject any quotation or stop the procurement process at anytime, without assigning any reason or liability.
4. IFES reserves the right to accept all part of the quotation when awarding the purchase order.

DELIVERY:

- Date: within 10 days from receiving signed PO
- Address: DDU IFES office in Juba, Southern Sudan

FORM/CONTENT OF RESPONSE:

All quotations shall:

1. Be in the English Language.
2. If applicable, a detailed cost in US Dollar with applicable freight, insurance and Tax/Charges must be clearly identified.
3. Any applicable installation cost must be indicated separately and not included in equipment prices.
4. Indicate a contact name, email address, and telephone number to facilitate communication between IFES and the vendor.
5. Addressed to the attention of Jaime Acosta, Procurement Manager at jacosa@ifes.org and Ragheed Al Ameen at ralameen@ifes.org by June 12, 2010.

This request and any following dealing on this matter are confidential and shall not be disclosed to any third party.

End of Request