**Procurement Notice**

**Supply and delivery of Laptops**

**REQUEST FOR QUOTATION (RFQ) (Goods)**

REFERENCE: RFQ/KRT/19/042 DATE: October 30, 2019

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply and Delivery of (10) Laptops, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Bidders who are registered on the e-Tendering will be able to download the complete bidding documents from the e-Tendering website at:

<https://etendering.partneragencies.org>

**Event ID: SDN10-0000004466**

Documents should be submitted on or before the deadline **November 13, 2019 , 14: 00 Hours (GMT +2)**:

<https://etendering.partneragencies.org>

**Event ID: SDN10-0000004466**

In case your company is not registered in the e-Tendering Module, please use the following temporary username and password to register your company/firm:

**Username: event.guest**

**Password: why2change**

and follow the registration steps as specified in the system user guide, provided with the tender document. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by e-Tendering, kindly ensure that they **are signed and in the pdf format**, and free from any virus or corrupted files.

For any further enquiries, please send it to the following email 72 hours before closure date: sidig.mohamed@undp.org and copying mehdi.khalili@undp.org [**DO NOT USE THESE EMAILS FOR THE SUBMISSION OF YOUR OFFERS**]. Offers submitted through fax will be rejected.

Thank you and we look forward to receiving your quotation

Mehdi Khalili Head of Procurement Unit