

Request for Quotation

PR No	PR-NA-2023-01384	Date RFQ sent out:	28/11/2023
		Date quotation due back:	07/12/2023
		Pro. person responsible:	Karim Abdallah

Supplier Name:		Return Quotation to: Nabad for Development	
Contact Name		Contact Name	Karim Abdallah
E-mail		E-mail	Procurement@nabadassociation.org
Phone		Phone	
Fax		Fax	
Mobile		Mobile	81 127 422
Address		Address	Rayak, Main Road, Facing Canada Station

Date items required by:	
Mobile Delivery address:	Nabad Center
Delivery method (if applicable):	
Payment terms:	

A trainer is needed to deliver a one-day training on Archiving and Filing to Nabad staff, and provide another day of follow-up with each unit (ToR attached), during the 2nd-4th week of December.

#	Description of Goods / Services <small>(add attachment for technical specification if very detailed)</small>	Unit / Form	Quantity required	For supplier to fill in			
				Currency	Unit price	Total price	Availability Date
1	Consultant	PERSON	1				
Subtotal							
Sales tax (if applicable)							
Delivery charge (if applicable)							
Other charge (if applicable)							
Total							

Additional information required from supplier:	
[1] Quote valid period:	
[2] Copy of ID card for the supplier	
[3] Lead time to finish all work needed to be specified	

Supplier confirmation of offer	Supplier stamp
Name:	
Title:	
Signature:	