



## REQUEST FOR QUOTATION

Reference number:	AVSI/111/ VT kits Sewing machines and equipment /2358PLAN
Project number:	2358PLAN
Date:	02/10/2024

We kindly request your company to submit the best offer for the supply of:

1. Commodities : [VT kits Sewing machines and equipment].
2. Delivery Point : [to delivery to Aleppo]
3. Unit Price : All quotations must have a **fixed unit price in SYP**
4. Terms of delivery : please specify the needed time
5. Selection criteria: Selection will be made according to **price, respect of specifications, terms of delivery and terms of payment** offered.
6. Terms of Payment: **within 30 days after delivery of materials**
7. Superintendence : By AVSI appointed superintendents at supplier's premises and/or at AVSI specified delivery point. AVSI reserves the right to reject commodities which do not conform to quality specifications, as determined by its superintendents.
8. Submission of the **quotation** should be addressed **by hand or by email to** leen.hokan@avsi.org with all support documents as specified before 14:00 on 17/10/2024
9. If you do not receive a reply from AVSI's side within 2 weeks from the deadline of submission of quotations, please consider your quotation as rejected.

### Bill of Quantities

Item No.	Item	Description	Quantity	U. Price	T. Price
1	(مجموعة ماكينة خبكة)	As in annex 1	64		
2	(مجموعة ماكينة درزة)	As in annex 1	48		
Total					

- AVSI has the right to pick one line or more from the priced list.
- Suppliers have to specify the price of each item in the Annex /1/
- A sample might be required to be checked by AVSI prior to placing an order.
- Detailed pricing for each item is required.
- The Supplier can price the material available only.
- The quantities may vary – Final Quantities will be shared via a purchase order
- Suppliers must commit to the required specifications for each item, or the supplier will be held responsible for the non-complying

- The contractor must at all times act according to AVSI Child Safeguarding Policy <https://www.avsi.org/doc/645/17f24d4f7c174571ad4f640b2b9b4f8a/> and AVSI Code of Ethics <https://www.avsi.org/doc/644/2723ec1680794d43970cba007e5e53ad/>. The Contracting Authority reserves the right to suspend or cancel the Service/Supply contract agreement if any practices not allowed by the mentioned policies are discovered at any stage of the contract execution
- Reply all to the email with the RFQ and requested documents. Make sure to sign, stamp and send the RFQ

**Offered Technical specifications (to be filled in by the supplier)**

Name of the company		
Registration nr.		
Contact Details	Phone Number	
	Mobile Number	
	Email	
Address		
Delivery time needed from Purchase Order date		
Payment terms		
Date of the quotation		
Validity of the quotation		