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From: Anan Kponton
Procurement Services, CSS
Date: 25/01/2021
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Subject: Request for Quotation: RFQ2200179375 Technical & Development Support to Small & Medium-sized Enterprises in the African, Caribbean and Pacific Group of States to developing and producing value added products from coconut, cocoa and kava.

The International Trade Centre (ITC), a joint subsidiary organ of the United Nations and the World Trade Organization, hereby invites your company to submit a Quotation for Services/Goods in accordance with the attached Terms of Reference (Annex A). If your company is interested in undertaking this assignment under contract with ITC, please promptly **submit your quotation with special duty-free price for the United Nations to Procurement Services in Geneva e-mail to akponton@intracen.org by 17 February 2021 COB latest.**

Form of Quotation:

- A) Your Quotation should include
A firm price to cover all costs associated with the services specified in the attached Terms of Reference (*Annex A*).
- B) Payment terms:
The ITC/United Nations prefers to pay the full amount within 30 days after the services through a bank transfer and upon presentation of invoice to be sent by email to Payments@intracen.org.
- C) Acceptance of your Quotation: Upon receipt, your quotation will be examined and you will be advised as promptly as possible as to its acceptability. Any contract subsequently arranged would be subject to the relevant provisions of the UN's General Conditions of Contract (GCC) for the provision services, a copy of which will be attached to the Contract or given upon request (a copy of the General Conditions is available on our website: <http://www.intracen.org/about/procurement/general-conditions/>). Vendor should state their acceptance of UN GCC registration in their offer or risk the rejection of their offer by ITC (*Annex B*).
- D) Confidentiality: The information concerning this Request for Quotation, including its Terms of Reference is confidential, privileged and must not be disclosed to others. Please do not copy or submit this Request for Quotation to others, without the prior written consent of the ITC Procurement Services (PS). Do not submit a copy of your Quotation to others, only directly and exclusively to our Procurement Services in Geneva, (akponton@intracen.org)
- E) Additional information: Should you need any additional information concerning this Request for Quotation, please contact immediately our Procurement Services in Geneva by e-mail (akponton@intracen.org) no later than **01 February 2021**.

Thank you in advance for your cooperation and prompt reply.

Sophie Hecht De Atwis
Chief, Central Support Services

