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From: Manshuk Sarkulova  
Procurement Services, CSS

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**Subject: Request for Quotation (RFQ) 2200190560 for provision of training and events in natural dyes in Tajikistan**

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 via the above mentioned e-mail address no later than 15 June 2021.

**Form of Quotation:**

A) Your Quotation should include

All the supporting documents as per requirements stipulated in Terms of Reference (ToR) (Annex A). Pricing Schedule to reflect all costs associated with the services specified in the ToR.

B) UN General Conditions of Contract:

This RFQ is subject to the UN General Conditions of Contract (UNGCC). The UNGCC shall become an integral part of any Contract or Purchase Order resulting from this RFQ. You may find the UNGCC at <http://www.intracen.org/about/procurement/general-conditions/>. By submitting a Quotation, the Vendor confirms that it has accessed, read, understood, agreed and accepted the UNGCC.

C) Payment terms:

The ITC/United Nations prefers to pay the full amount within 30 days upon receipt of invoices by ITC. The invoices are to be sent by email to: [Payments@intracen.org](mailto:Payments@intracen.org).

D) 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 UNGCC for the provision of goods, services or both as applicable, a copy of which will be attached to the Contract (Annex C). Vendor should state their acceptance of the UNGCC registration in their offer or risk the rejection of their offer by ITC.

E) 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. Do not submit a copy of your Quotation to others, only directly and exclusively to our Procurement Services in Geneva.

F) Additional information: For clarifications regarding this RFQ, please contact the Procurement Officer in writing, via e-mail: [msarkulova@intracen.org](mailto:msarkulova@intracen.org), no later than 11 June 2021. All communications in connection with this RFQ must be conducted in writing between the Bidder and the Procurement Service, to the above designated e-mail. No communication, written or verbal, is allowed in connection with this RFQ, with any ITC staff members outside of Procurement Services.

Thank you in advance for your cooperation and prompt reply.

Signed – Pascal Taki

