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Direct Tel No.: +41 22 730 0224  
E-mail: [akponton@intracen.org](mailto:akponton@intracen.org)

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From: Ms Anan Kponton  
Date: 12/07/2022  
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Subject: **Two (2) Construction works in Liberia**

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 Construction Services in accordance with the attached Terms of Reference, Bill of quantities and related drawings. If your company is interested in undertaking this assignment under contract with ITC, please provide all the information and supporting documentation requested, attend the **sites visits on 19, 20 and 21 July 2022, 10.00am to 12pm (noon)**, sign the United Nations General Conditions of Contract (Annex A), fill in the minimum requirement (Annex D) and complete the BoQ (Annex C) and submit your quotation with special duty-free price for the United Nations to Procurement Services in Geneva e-mail to [akponton@intracen.org](mailto:akponton@intracen.org), **by 17 August 2022**.

**Form of Quotation:**

- A) Your Quotation should include  
All the requested documentation in Annex B and a firm price to cover all costs associated with the services specified in the attached Bills of Quantities (Annex C).
- B) Payment terms:  
The ITC/United Nations pays upon delivery of the services/milestones. Please send your invoice to [payments@intracen.org](mailto: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 of goods, services or both as applicable, 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 in their offer or risk the rejection of their offer by ITC.
- 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.
- 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](mailto:akponton@intracen.org) the latest on 27 July 2022. Please register your company under [www.unqgm.org](http://www.unqgm.org).

Thank you in advance for your cooperation and prompt reply.

Pascal Taki,  
Head, Procurement Services, CSS

