

From:	Helena Watson Procurement Services, CSS	E-mail: watson@intracen.org Direct Tel No.: +41 22 730 0213
Date:	23/11/2023	Page 1/1

Subject: **ITC Request for Quotation No. 2200262310**

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 in accordance with the attached Terms of Reference (Annex A). If you're interested in undertaking this assignment under contract with ITC, please submit a VAT-free offer to the United Nations to Procurement Services in Geneva, e-mail to watson@intracen.org by **30/11/2023**.

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:

ITC proposes the following payment schedule:

- 1st payment: 50% of the total amount upon signature of the contract by both parties
- 2nd payment: the remaining 50% to the service provider 30 days net upon receipt of invoice and confirmation that the services and reports have been delivered to ITC satisfaction.


ITC will pay you through a bank transfer and upon presentation of an 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 of goods, services or both as applicable (<https://www.un.org/Depts/ptd/about-us/conditions-contract>). 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) United Nations Global Marketplace (UNGM) registration: Any vendor must be registered in UNGM (www.ungm.org). If your company is selected and is not yet registered, please keep in mind that you must do so for us to be able to issue a purchase order. Please note that a six-digit code will be given upon confirmation of your registration. **Kindly communicate this number when submitting your offer.**

Thank you in advance for your cooperation and prompt reply.



Helena Watson
Procurement Services, CSS




Signed: Mr. P. Taki, Head Procurement Services

