

---

Direct Fax No.: +41 22 730 0900  
Direct Tel No.: +41 22 730 0368  
E-mail: [batt@intracen.org](mailto:batt@intracen.org)

---

From: G. Batt  
Date: 13/05/2024  
Page(s): 1

---

**Subject: Fashion CAD CAM software and equipment in Kenya**

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 the needs defined in the attached Technical specifications (Annex A, pdf document). If your company is interested in undertaking this assignment under contract with ITC, please fill-in the Annex A, provide the necessary documents (mandatory requirements) and submit your quotation with special duty-free price for the United Nations to Procurement Services in Geneva e-mail to [batt@intracen.org](mailto:batt@intracen.org), **by 29 May 2024**.

**Form of Quotation:**

- A) Your Quotation should include:  
A firm price to cover all costs associated with the equipment specified in the attached Technical specifications (Annex A), supporting documentation (please refer to the mandatory requirements), and the signed UN Conditions of contract (Annex B).
- B) Payment terms:  
The ITC/United Nations pays upon delivery of the goods. 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 the latest on 21 May 2024 our Procurement Services in Geneva by e-mail ([batt@intracen.org](mailto:batt@intracen.org)). Please register your company under [www.ungm.org](http://www.ungm.org).

Thank you in advance for your cooperation and prompt reply.



G. Batt  
Procurement Services, CSS

