



Humanitarian Integrity for Women Action

Baletwein District, Hiran Region-Somalia
Tel: +252615209999/ +252616756446 /+252616210912
Email: Hiwa.hiran@gmail.com. Web: www.hiwasom.org

Date: 01th Oct 2018

INVITATION TO QUOTE No. HIWA/18/025
CLOSING DATE: 11th Oct 2018- 2.00pm Beletwein Time

HIWA – Somalia here by invites your company to urgently submit a quotation for:

Item	Destination
School Supplies	HIWA Office Beletwein

In preparing your quotation, you should take into account status and activities of HIWA by submitting your best commercial terms.

Your bid shall be based on the following requirements:

1. Full name, address, and telephone numbers of your company and contact persons.
2. Acceptance of the General Terms and Conditions Applicable to HIWA Procurement Contracts, , including the local payment terms including payments by cheque or money vendor transfers or bank transfer within 30 days from the receipt of your invoice and a statement from the consignee(s) acknowledging receipt of the goods. .
3. Unit prices and total price to the indicated destination should be exclusive of taxes. Please prepare your quotation using **Annex 2, Price Schedule**.
4. **Prices:** your Unit Prices, Freight Costs and Total Price shall be quoted separately for **delivery to HIWA, Beletwein Somalia**.
5. **Validity:** Quotations must remain valid with firm and fixed prices **for 30 days** after the Closing Date.
6. **Submission of quotations:** Your quotation must be submitted at HIWA head office Beletwein.
7. **Closing date:** Quotations should be sent no later than **11th Oct 2018- 02.00 hr, Beletwein Time**.

Best regards,

Abdirahman Nuh,
Finance Manager

Annex 1

No.	Description of Goods	Total Quantity
1	Boxes of pencils (12 pencils per box) - Pens & Pencils	5120
2	Boxes of erasers (40 erasers per box)	512
3	Boxes of exercise books (120 books per box)	320