

From:	Helena Watson Procurement Services, CSS	E-mail: watson@intracen.org Direct Tel No.: +41 22 730 0213
Date:	24/07/2024	Page 1/1

Subject: **ITC Request for Quotation No. 2200284008 for job fair and training sessions in Baghdad, Iraq**

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. 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, e-mail to watson@intracen.org by **19/08/2024**.

Form of Quotation:

- A) Your Quotation should include
A firm price to cover all costs associated with the services/goods specified in the attached Terms of Reference.
- B) Payment terms:
ITC/United Nations prefers to pay the full amount NET 30 days after the delivery of services or goods. If this is not acceptable, please send us your payment proposal. ITC will pay you through a bank transfer and upon presentation of 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.

Thank you in advance for your cooperation and prompt reply.


Helena Watson
Procurement Services



Signed: Mr. P. Taki, Head Procurement Services

