

5th September, 2019

Youth Network for Community and Sustainable Development
Box Office Hub, Discovery Mall,
215 Konoko Crescent off Ademola Adetokunbo,
Wuse II,
Abuja.

OBJECT: INVITATION TO QUOTE PRICE OF GOODS

Dear Vendors

We are interested in purchasing 4 HP Probook laptops HP Probook 430/450, Intel Core i5, 4GB RAM, 500 GB Hard Drive.

Please quote your ordinary unit price for supplying these goods together with your discount for volume purchases.

Please also indicate:

- a) Whether your quotes are exclusive or inclusive of sales taxes; if not state as otherwise, we will assume your quotes are inclusive of sales taxes.
- b) Delivery time from receipt of our purchase to receipt of your shipment; this timeframe will be a requirement of any purchase order made.
- c) If delivery price are included in your quote, your prices for pickup at our separate cost; if delivery costs are not included in your quote, please state this clearly, otherwise we will assume they are included in your quote.
- d) Your terms of payment.

All price quotation must be firm and state when they expire.

Sincerely



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