

BESCHAFFUNG VON SACHGÜTERN FÜR PROJEKTE

07.08.92

GTZ-Form 31-7

<b>INQUIRY</b>		Reference No. (please quote in all correspondence)	Date
Our Reference/Telephone			
To		Name and complete address	
Project, Location			

SAMPLE

**Required items:**

The GTZ is implementing Technical Cooperation measures for the above-mentioned project, on behalf of the Government of the Federal Republic of Germany. Within the framework of the Technical Cooperation programme, orders are awarded in compliance with our terms of order which are given overleaf. Orders are placed directly by the above-mentioned member of staff, on behalf and for the account of the Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH, Dag-Hammarskjöld-Weg 1, D-6236 Eschborn near Frankfurt, Federal Republic of Germany.

We invite you herewith to submit, free of charge, and without obligation on our part, an offer together with prospectuses, for the goods shown in the attached specification. The bid should take the form of a PRO-FORMA INVOICE, giving unit and total prices for each individual item. The total price should be broken down as follows:

NET PRICE ex works, loaded  
 COST OF PACKING for transport by  road/rail  air  sea  
 TRANSPORT COSTS  
 TOTAL PRICE (for imported goods give the price duty unpaid)

Terms of Delivery:  Ex works/Warehouse  
 C & F (port of destination)  
 Delivered (place of destination)  
 (Insurance cover is taken out by the buyer)

Please include your exact terms of payment and give a binding delivery date for the goods. We also need prior information as to the gross weight and dimensions of the cases to be shipped in the event that an order is placed.

The goods to be quoted for are scheduled to be used at the place of destination stipulated above. They must therefore be suitable for the climatic conditions encountered there and also meet any other requirements which may be demanded of the goods at that location. The form of packing must stand up to the demands made by the often very difficult transport conditions which prevail over the entire route to the project location, i.e. including final transport overland.

When assessing your offers, great consideration will be given to the specific suitability of the goods for their intended use, in relation to the price and the delivery times, importance also being placed on after-sales service in the country of destination.

If you are not able to submit an offer, we would greatly appreciate a brief indication to this effect.

Please submit your offer not later than

We thank you in advance for your interest and look forward to hearing from you.