



**HORN OF AFRICA VOLUNTARY YOUTH COMMITTEE  
(HAVOYOCO)**

**HARGEISA, OFFICE**  
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**REQUEST FOR QUOTATION (RFQ)**

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**TO: \_\_\_\_\_**

**Valid date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**HAVOYOCO requests from the supplier to make the costs of the following items listed below and send back in a sealed envelop (Student Learning Material)**

<b>S/N</b>	<b>Description</b>	<b>U. Value</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Total</b>
1	Pencil (box of 12pcs)	Box	5400		
2	Sharpener (Pcs)	Pcs	5400		
3	Eraser	Pcs	5400		
4	Exercise book 100 pages (Pcs)	Pcs	32400		
5	Student bag( Simple student bag)	pcs	5400		
6	Cello Pen (pcs )	Pcs	5400		
7	Transport cost of Sahal Region and Odweine district for Target schools as per listed	Lms	1		
	<b>TOTAL</b>				

**PREPARED BY:**

**Name:** \_\_\_\_\_

**Title:** *Procurement Officer*

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Sign:** \_\_\_\_\_

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**SUPPLIER'S SECTION**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Sign:** \_\_\_\_\_

Supplier's Stamp

Supplier Requirement / Checklist		Mark /
Essential Criteria (Valid license/Tax Receipt or Clearance)		
Capability Criteria ( 3 Signed and stamped PO , Contract and Lead Time)		
Sustainability Criteria (Environmental Protection Policy)		
Commercial (Value for money)		

**Conditions**

*By your submission and our RFQs for this service you agreed to HAVOYOCO's ZERO Tolerance to: Fraud. Sexual Harassment, child safeguarding include exploitation, Abuse and any violations against children and vulnerable people.*

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