

REQUEST FOR QUOTATION – INVITATION FORM

09/04/2018

Contract Title : **FOOD AND AGRICULTURE ENTERPRISE DESIGN TRAINING AND BOOTCAMP EXPERTISE**

1. You are hereby invited to submit a bid for the following service contract:
Ticketing services for below details;
Location: Istanbul, Turkey
Duration and/or Frequency of Services: 3 days/1 service
2. Bid envelopes shall contain the technical offer and the financial offer. Following documents must be attached to the technical offer: references, previous works, CVs of key experts, prescribed organization and methodology for the implementation of tasks, activity plan, etc., ...
Technical offer and financial offer shall be submitted together inside a large, sealed envelope.
3. Prices specified in the financial offer shall include VAT.
4. Bids shall be delivered to the address dilara@habitatdernegi.org and Yesilce Mh. Çelik Cd. No: 41 34418 Kagithane/Istanbul, before 16.04.2018, 15:00 by registered mail or in person.
Please indicate in the e-mail subject field:
 - a. RFQ/MECE-002-2018
 - b. Name of your firm
 - c. Number of e-mails that are sent (example: 1/2, 2/2)
5. Other conditions of the Contract are as follows:
PAYMENTS: No advance payments can be made
Payments shall be made into the bank account specified by the Contractor.
VALIDITY PERIOD: The bids shall remain valid for at least 60 calendar days starting with deadline for submission.
6. Further information may be received from:
Phone: +90 212 265 33 14 Fax: +90 212 265 33 14 E-mail: dilara@habitatdernegi.org
7. Please respond to this letter by phone or e-mail to inform the Contracting Authority whether you decide to submit a bid or not.

Please find attached in Annex: *Habitat Association's General Conditions of Contracts*. You must clearly indicate in your quotation if you accept them.

