

# INVITATION TO OPEN TENDER / OFFER



## NLCS International Malta Office

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**OPEN Tender No: 7692/4584/ly/19**

Dear Sir / Madam - (Manufacturers / Supplier / Broker / Seller Mandate )

**TENDER / OFFER** office Chairs

- 1 Your organisation along with others is invited to offer a tender /offer for provision of the above, to the specification outlined in the attached documents. Below
- 2 [**One**] copy of your tender /offer must be received online to Mr Pierre Calleja ( administrator) NLCS International Malta Office on Email: [info.nlcsmalta@gmail.com](mailto:info.nlcsmalta@gmail.com) no later than **Thursday 14<sup>th</sup> March 2019 11.00 am**
- 3 If having read the enclosed specification you decide not to submit a tender, I would be grateful if you could send your reasons.
- 4 Please contact me if you have any questions about the tendering procedure. Attached you will find instructions and information regarding the tendering procedures.

I look forward to your response.

Yours sincerely



Pierre Calleja

## INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1: These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Mr Pierre Calleja on what's app +35679736657 same number is Viber and Mobile or on his email: info.nlcsmalta@gmail.com , if you have any doubts as to what's required or you have difficulty in providing the information requested

### Product :

- 2: Office chair in Black colour

### Quantity:

- 3: 1000 units

### Contract Period

- 4 A: The contract is to be for a period ONE SPOT

### CIF Port

- 5 Tripoli

### Country:

- 6 Libya

### This product must be origin from

- 7: any

### Packaging:

- 8: Safety

### Others specifications: .

**Send specifications and picture with tender**

### Confidentiality of Tenders

- 10 Please note the following requirements, you must not:
- Important that the seller must make his offer on company letter head with full cooperate offer ( FCO)
  - Our group is entitled for commission. An agreement will be sent to the seller and the commission will be added on the seller price. NLCS reserve the right to NOT submit

you tender / offer if the supplier didn't send back our commission agreement signed and stamped.

- Supplier must send attached with documents proof that show that is real and not fake.
- Documents that are received from the supplier must be disclosed with the Law and Data Protection Law.
- We have the right to checked on the supplier to be sure the company is genuine
- Specification of the product must be attached with this tender / offer
- Attached with this, seller must send us the FCO (Full cooperate Offer)
- Important that the supplier must be registered with our group NLCS International  
( If its already registered you don't need to send us Documents, but always send your registration number)

Sometimes we don't have all information about the products required, But if the seller need more information, send us an email with questions on : [info.nlcsmalta@gmail.com](mailto:info.nlcsmalta@gmail.com) and quote the tender number and we will do our best to get the answers required.

## **Payment:**

Performance Bond: 2%

Letter of Credit (LC)

A: Irrevocable confirmed transferable /Non-Transferable LC

B: LC at sight from 50 top banks of the world

## **PROCESS**

1. The Seller issues FCO After receipt LOI from the buyer
2. The buyer returns signed and sealed FCO
3. The seller issues a signed and sealed contract
4. The buyer and the seller sign and change contracts
5. The buyer's bank opens a letter of credit inactive.
6. The seller issues 2% PB to activate LC
7. The seller starts shipping process

### **Tender / offer Costs**

Tender / offer docs

Free for NLCS Members