

# INVITATION TO OPEN TENDER / OFFER



## NLCS International Malta Office

---

**OPEN Tender No:** TI Ref. No:- 442903342

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

### TENDER / OFFER

Tenders are invited for Procurement of works on turn-key installation of exhibition stand for the State Tourism Agency of the Republic of Azerbaijan at the tourism fair to be held on May 15-17, 2019

- 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: [tenders.nlcs@gmail.com](mailto:tenders.nlcs@gmail.com) no later than **Thursday 20th April 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

**2: STATE TOURISM AGENCY OF THE REPUBLIC OF AZERBAIJAN****Quantity:**

- 3: Price
- A: Supply and installation gypsum Wall panelling on 10mtr x 10mtr supply
  - B: 53 points of electric installation
  - C: 20 LED Flood lights
  - D: Furniture, desk,8 chairs, and round table for 6 persons
  - E: Fitted Carpet 10x10mts supply and installation (after the fair everything must uninstalled)
  - F: supply and installation of Electric main switch and bracers
  - G: 3 free standing water dispensers in full and supply of 50 20lts water
  - E: plastic glasses for water
  - F: Cleaning area after fair
  - G: security service during the night
  - H: Standby maintenance during Fair Days
  - I: 5 65inch TV use them as monitors
  - J: Laptop/computer for connected with all monitors for advertising
  - K: fixed and install advertising items

Work must begin 5 days before and 3 days after the fair to clear everything

Please give us price per hour if its something on emergency

Transportation for cleaning must be in your hand

The company leaves everything there,

**Contract Period**

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

**CIF Port**

5

**Country:**

6 STATE TOURISM AGENCY OF THE REPUBLIC OF AZERBAIJAN

## Others specifications

9: Please in quote put the Number of persons

### 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 poof 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.

**Bidders must send all tenders on**

**[Tenders.nlcs@gmail.com](mailto:Tenders.nlcs@gmail.com)**





## **Payment:**

**Bank To Bank**

**Deposit Payment Guarantee**

### **Tender / offer Costs**

See information on our web side

This tender cost 54 Euros