



Ritter House
Wickham's Cay II
Tortola VG 1110
Virgin Islands

Your Ref:

Our Ref: RDA/RFQ/2018/006

20 November 2018

Dear Sir/Madam,

REQUEST FOR QUOTATION

1. You are invited to submit a quotation for the provision of the following item based on the description/specifications stated below:

No.	Qty	Unit	Description/Specifications
1.	1	Each	Heavy Duty Shredder Wide 9-1/2" paper entry 20 sheet capacity 16 gallon removable basket. Quiet performance for shared workspaces Energy savings system Strip Cut Continuous duty motor for non-stop shredding Shreds CDs/DVDs, credit cards, paper clips, staples Stops shredding when hands touch paper opening

2. Quotations shall be emailed to the attention of Head of Procurement at email: procurement@bvirecovery.vg.
3. Your quotation should state clearly, details to ascertain compliance with specifications.
4. This quotation must be submitted on or before **23 November 2018**.
5. Your quotation(s) should be submitted as per the following instructions:
 - (i) PRICES: The prices quoted should be all inclusive of applicable taxes.
 - (ii) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of 30 days from the date of receipt for quotation(s) as indicated in paragraph 4 of this Request for Quote.

6. Please confirm by fax/mail/email the receipt of this invitation and whether or not you will submit the price quotation(s).
7. **The Authority is not bound to accept the lowest or any quotation and reserves the right to reject all quotations. The Authority also reserves the right to evaluate the quotations in any manner it deems fit.**