Pre-Qualification

Documents for Chemicals/Glassware/Equipments

Advertisement No: UOH/ADV/83-2022

The
University of Haripur
Restoring Hope; Building Community

Pre-Qualification of Chemicals/Glassware/Equipments

Bids shall be opened on **September 13, 2022** at **11:30 A.M**, Procurement Committee for Goods Committee, The University of Haripur, Off-Hattar Road, Haripur

Name of Firm/Contractor/Company (Block Letter) _____

_____

Address (Block Letter): _____

_____

_____

Telephone No:

Fax No:

E-mail:

Signature &Seal

Stationary Charges of Rs. 2,000/-(Non-Refundable) vide Demand Drat/Pay Order No:_____date_____

Earnest Money of (Refundable) vide CDR Order No:_____ Date_____

Date of Bid Submission:

Tender Notice (UOH/ADV/83-2022)

Subject: **Pre-Qualifications of Chemicals/Glassware/Equipments**

The University of Haripur, invites applications from reputed Firms/Companies/Suppliers to participate for the Pre-Qualifications of ***Chemicals/Glassware/Equipments,*** registered with FBR having active tax payer status.

TERMS & CONDITIONS:

- The detailed terms & conditions have been set forth in Tender Document which is available in the **Procurement Office** The University of Haripur, on Payment of Rs.2,000/-Non-Refundable (Stationery Charges) in the form of Bank Draft/Pay order in favor of **Treasurer,** The University of Haripur.
- In case of Pre-Qualifications documents downloads from The University of Haripur website (www.uoh.edu.pk) should be submitted along with pay order/demand draft of Rs.2,000/- (Stationery Charges) Non-Refundable. No bid will be accepted without Stationery Charges.
- The Bidding Firm/Company/Supplier shall attach bid Security **Rs. 50,000/- (Refundable)** with shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.
- The Tender should reach this office by **September 13, 2022** before **11:00 am**. Bids will be opened on same date at **11:30am**, in the office of Convener Procurement Committee of Goods.
- Quotations/Bids must be submitted through Courier/Postal Service. No Quotation/Bid will be received by hand and receipt after due date & time.
- The University reserves the right to accept or reject any or all bids as per KPPRA's & PPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the University.

Procurement Officer

The University of Haripur**,** Hattar road Haripur**, Ph. No. 0995-920618**

Pre-Qualification of Chemicals/Glassware/Equipments

Tender No	No.UOH/Adv/83-2022
Stationery Charges	Rs.2,000/- in form of DD/Pay Order in favour of Treasurer The University of Haripur. In case of Document is downloaded from University of Haripur website **(www.uoh.edu.pk)** it should be submitted along with Pay Order/Demand Draft of Rs. 2,000/-. (To be attached with Technical Proposal) No bid will be accepted without stationery charges.
Earnest Money	Rs. 50,000/- shall be submitted from the account of firm/bidder/supplier who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.
Submission	Upto **September 13, 2022** at **11:00 am** in Procurement Office Through Currier
Opening	Upto **September 13, 2022** at **11:30 am** in the Office of Convener Procurement Committee

Note: Tender notice is also available on The University of Haripur website (www.uoh.edu.pk) as well as on KPPRA's website (www.kppra.gov.pk).

Definitions

1. **“UOH”** means The University of Haripur
2. **“PPRA”** mean Public Procurement Regulatory Authority
3. **“KPPRA”** means Khyber Pakhtunkhwa Public Procurement Regulatory Authority
4. **"Authorized Representative"** means any representative appointed, from time to time, by the Purchaser or the Supplier.
5. **“Goods"** means equipment, machinery, and/or other materials / supplies which the Contractor is required to supply to the Purchaser under the Purchase Order/Contract against each item/sub-category.
6. **“Repair/Maintenance”** means repair/maintenance, upgradation of any existing item or replacement/purchase of item in case of complete damage of existing item or non-repair item.
7. **“Purchase”** means purchase of any new Item(s)/Glassware/Chemicals/Equipments
8. **“RFP”** means request for proposal.
9. **“RFQ”** means request for quotation.
10. "**Purchaser"** means The University of Haripur.
11. **“Supplier”** means the Firm/ Contractor selected by the Purchaser to deliver the required Goods or Services under the Purchase Order/Contract.
12. **“Category”** means Glassware, Chemicals and Equipments
13. **“Purchase Order/Supply Order”** means a document issued by the Purchaser to the Supplier for the delivery of Goods or Services or Repair/Maintenance as required by the Purchaser.
14. **“Commencement Date of the Contract"** means the date of signing of the Contract between the Purchaser and the Contractor.
15. **“Contract"** means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
16. **“Contract Price"** means the price payable to the Contractor under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
17. **“Day"** means calendar day.

1. INTRODUCTION

The University of Haripur is managing multiple projects with time to time floats tenders for the procurement of Chemicals/Glassware/Equipments acquisitions through Request for Proposals (RFPs). Moreover to ensure the smooth operations & Services acquires goods from the suppliers through floating Request for quotations (RFQs).

The University of Haripur intends to Pre-Qualify Firms for supply of Goods, under KPPRA/PPRA

This exercise will enable all suppliers interested in partnering with UOH for the supply of Chemicals/Glassware/Equipments.

2. OBJECTIVE

The University of Haripur intends to Pre-Qualify Firms in orderto:

- **a.** Search for new suppliers of various goods and services on the market.
- **b.** Create a list of suppliers for Chemicals/Glassware/Equipments who shall be used every time
- **c.** Bench mark market rates, quality and competitiveness
- **d.** Explore Innovative solutions and develop local suppliers
- **e.** Increase the procurement efficiency by decreasing the time communed in Firms post shortlisting and evaluation.
- **f.** Ensure the transparency in the procurement.

3. PRE-QUALIFICATION SCOPE

- **a.** The Pre-qualification tenure will be three (3) years, subsequently at the end of tenure the pre-qualification period may be extended to another term with the approval of competent authority.
- **b.** Under the pre-qualification, firms will be shortlisted for subsequent procurement of Chemicals/Glassware/Equipments for the procurements up-to 2 million rupees for each sub-category.

c. The Request for Proposal (RFP) for procurement of Chemicals/Glassware's/Equipments exceeding Rs. 0.5 million will be circulated among all the pre-qualified Firms. Whereas the Request for Quotations (RFQs) as per the format mentioned at "Annex-B" shall becalled on emails to all prequalified firms for the specific procurement of goods and services in consideration under upto Rs.0.5 million.

4. RESPONSE REQUIREMENTS

Potential bidders must follow the following requirement for their responses.

4.1. For this Pre-Qualification KPPRA's/PPRA's will be adopted.

4.2. Financial bids will be called from those firms only whom are Pre-Qualified by the competent authority of the University on the recommendations of Committee.

4.3. All potential bidders must indicate their intention for selection for the category of Chemicals/Glasswares/Equipments.

4.4. Bidders are required to submit a signed copy of Compliance Certificate (Annex-A) while affixing official stamp on it including name, title, fax number and e-mail address of the their authorized representative.

4.5. Bidders are required to fill and sign their project details while affixing official stamp on each as per the format mentioned"- "Firms Reference" as providedin this RFP and must submit it along with Proposal.

4.6. Bidder, interested in bidding for one or more category, shall submit the separate documents of each category

4.7. Bidders applying for the Chemicals/Glassware/Equipments has to submit the Bank draft as earnest money of amount **Rs. 50,000** in favour of **Treasurer The University** of Haripur at the time of submission of pre-qualification bid which will be release after completion of 3rd year. However, for any future RFP, UOH standard payment terms in respect of Earnest Money/Bank Guarantee/Performance Bank Guarantee/Security Money will be adopted.

4.8. Certificate of Company / Firm Registration/ Incorporation under the laws of Pakistan

4.9. Organizational profile, list of clients and references;

4.10. Valid Income Tax Registration (NTN).

4.11. Valid General Sales Tax Registration (Status = Active with FBR as on the date of submission)

4.12. Relevant experience and past performance;

4.13. Incomplete and conditional responses will not be entertained.

4.14. The University reserves the right to accept/reject wholly or partially anyresponse or cancel the pre-qualification process altogether at any stage of the pre-qualification process without assigning any reason as per KPPRA's/PPRA's rules.

4.15. Responses are liable to be rejected if; they are not conforming to the terms, conditions and specifications stipulated in this pre-qualification document.

4.16. Responses submitted via email or fax will not be entertained

4.17. The term for Prequalification would be three (03) Years.

5. EVALUATION CRITERIA

PART-A BASIC ELIGIBILITY CRITERIA

Bidders/Firms/Company must fulfill the following basic eligibility criteria without which their bids shall not processed.

S.No	Description	Remarks
1	Certificate of Company / Firm Registration/ Incorporation under the laws of Pakistan	Mandatory
2	Organizational profile, list of clients and references;	Mandatory
3	Valid Income Tax Registration (NTN).	Mandatory
4	Valid General Sales Tax Registration (Status = Active with FBR as on the date of submission)	Mandatory
5.	Relevant experience and past performance;	Mandatory
6.	Financial position for the last 03 years including bank statements	Mandatory
7.	Submission of undertaking on legal valid and duly attested stamp paper (original) mentioning a. The firm/company/contractor is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. b. The firm/company/contractor has not provided the equipment less than the quoted price in any other Govt/Public Sector Organization c. In full compliance of the execution schedule and delivery period mentioned in tender documents. d. Certified that, Bid security is Rs. 50,000/- is attached Certified that, the information/documents provided by me/firm/company/contractor are correct and nothing has been concealed. Signing Authority of the documents shall be responsible if any information provided is found fake/incorrect at later stage.	Mandatory
8.	Written statement of acceptance of Time Line for delivery period (maximum 05 weeks after issuance of Purchase/Supply Order for RFP and 10 Days for RFQ) Minimum will be preferred.	Mandatory
09.	Cost of each item shall be quoted in Pak Rupee inclusive of all applicable taxes/duties/delivery charges etc.	Mandatory
10	The Bid Security @50,000/- **(Refundable)** shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of Treasurer**, The University of Haripur**.	Mandatory
11	Authorized person (Officer/Official) of the Firm/Company/Contactor shall initial all the pages of the Tender Documents along with official seal/stamp.	Mandatory

Note: Documents regarding “Basic Eligibility Criteria” should be enclosed with the Bids. Bids of only eligible firms shall be considered for further consideration. Incomplete documents shall not be entertained.

PART-B to F EVALUATION CRITERIA

Part-B: General Evaluation- Corporate Profile					
S.No	**Description**	**Max Score**	**Weightage**	**Criteria**	**Reference Page# (Documentary Proof)**
12	Location Offices	10	10	No. of offices of Bid in consideration/ Maximum No. amongst all the Bids * 10	Location of branches on bidder letter head
13	Technical Staff (relevant category	10	10	No. of Certified Technical Resource as per selected category ofBid in consideration/ Maximum No. amongst all the Bids * 10	Number of Certified resources onbidder letterhead
14	Location of bidder Warehouses/ supplies depot in Pakistan	10	10	No. Warehouses or Depot of Bid in consideration/ Maximum no. of Warehouses or Depots amongst all the Bids *10	Bidder letter head with address of Warehouses
15	Financial Strength	10	10	Turnover of Bid in consideration/Maximum Turnover amongst all the Bids * 10	Audit Report / Financial Report/Tax return for last three years.
16	Company in operation (Years)	10	10	No. of Years of Bid in consideration/ Maximum No. amongstall the Bids *10	NTN Registration Certificate &
Sub-Total		**50**			
Weight of Part B is 20% and the Score will be calculated bythe following formula: Firm's Score = Marks Obtained by Firm in Part B / Total Max.Marks of Part B *20		**20**			
Part-C: Relevant Experience					

17	Similar Projects Completed in last three calendar years in relevant Category	10	10	No. of Projects of Bid in consideratio n/ Maximum No. amongstall the Bids * 10	Purchase/Work Order
18	Similar Projects Completed in UOH in relevant Category	10	10	No. of Projects of Bid in consideratio n/ Maximum No. amongstall the Bids * 10	Purchase/Work Order
19	Similar Projects Completed in other Educational Institutes in relevant category)	10	10	No. of Projects of Bid in consideratio n/ Maximum No. amongstall the Bids * 10	Purchase/Work Order
20	Firm has completed similar activities at different cities in asingle project in Pakistan	10	10	No. of Projects of Bid in consideratio n/ Maximum No. amongst all the Bids * 10	Purchase/Work Order
21	Similar projects in hand	10	10	No. of similar projects consideratio n/ Maximum No. amongst all the Bids * 10	Purchase/Work Order
	Sub-Total	**50**			

Part-D: Staff Strength					
21	Management Team	10	10	No. of Resources of Bid in consideration/ Maximum No. amongst all the Bids * 10	List of Management resources on direct payrollon bidder letter head
22	Technical Team	10	10	No. of Resources of Bid in consideration/ Maximum No. amongst all the Bids * 10	List of Technical resources on direct payrollon bidder letter head
23	HR strength in other regions of Pakistan	10	10	No. of Resources of Bid in consideration/ Maximum No. amongst all the Bids * 10	List of HR resources on direct payroll on bidder letter head
Sub-Total		**30**			
Weight of Part D is 20% and the Score will be calculated bythe following formula: Firm's Score = Marks Obtained by Firm in Part D / Total Max.Marks of Part D *20		**20**			
Part-E: Service Operations					
24	Firm has Customer Compliant Management System withadequate Controls.	10	10	If have implemented online system	Online URL andLogin should be share

25	Service Operations time (Bidders offering services over theweeks) (In hours)	10	10	No. of Hours of Bid in consideration/ Maximum No. Hours amongst all the Bids *10	Documentary Proof against selected category on bidders letter head
Sub-Total		**20**			
Weight of Part E is 20% and the Score will be calculated bythe following formula: Firm's Score = Marks Obtained by Firm in Part E / Total Max.Marks of Part E *20		**20**			
Part-F: Proposal					
26	Distinguished Features, Relevant category product installedcapacity, number of years of association with product principle, Technical resources and product availability at number of cities,	10	10	To be assigned by Technical Committee	
27	Firms having implementation of Quality Control Mechanism and standards (Six sigma, ISO 9000, ISO 27001, ISO 22301 etc.) in organization , Logistics , Swift Delivery , Covered region etc.	10	10	To be assigned by Technical Committee	
Sub-Total		**20**			
Weight of Part F is 20% and the Score will be calculated bythe following formula: Firm's Score = Marks Obtained by Firm in Part F / Total Max.Marks of Part F *20		**20**			
Firm's Total Score = Sum of Scoresfrom Part-B to Part-F)		**100**			

Note: Bidders will have to secure 70% (overall) score in the Evaluation Criteria for qualification.

6. GENERAL TERMS AND CONDITIONS

Following general terms & conditions apply on all potential bidders

6.1. All bids should reach the undersigned within due date and time as specified in the advertisement through registered post.

6.2. The submission of bids by hand is not acceptable. Bidders are bound to submit complete form issued by The University of Haripur with stamp and signature on each page.

6.3. Tenders forms shall be filled in ink or typed. No tender filled through pencil shall be considered.

6.4. Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.

6.5. The bidder shall mention terms of payment, guarantee/warranty period and schedule of delivery.

6.6. The evaluation will be based on the comparison of specification/model/ makes and expiry. University of Haripur reserves the right to choose the specification/ models/ makes at its own discretion.

6.7. Supply order/ contract will be issued subject to the availability of funds as well as subject to Transfer from Funding agency.

6.8. The contractor shall notify forth in written form to The University of Haripur with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

6.9. The University of Haripur reserves the right to accept any offer not necessarily the lowest, reject any offer without assigning any reasons and accept offer for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/ supplier after pre-qualification

6.10. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.

6.11. The tender shall remove the rejected articles within 15 days of intimation of rejection, after which University of Haripur shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderers risk and on his account.

6.12. University will not be responsible for any costs or expenses incurred by Firms/Contractors in connection with the preparation or delivery of proposals

6.13. University reserve the right to change/modified TORs at any stage.

6.14. Liquidated Damages

a) Selected prequalified Supplier/ Contractors are liable to participate / response to the queries floated time to time by UOH for RFPs and RFQs, In case of non-responsiveness or continuous non-performance / service degradation by the Contractor, Contractor's submitted Earnest Money may be forfeited, and Firm may be blacklisted for any future procurement.

b) If the pre-qualified bidder fail to provide supplies/services as per UOH requirements, UOH may forfiet his earnest money/security money and the work will be done at the risk and cost of contractor.

7. POST QUALIFICATION PROCUREMENT PROCEDURE

7.1. "Request for Proposal (RFP)":

a) The Request for Proposal (RFP) for Chemicals/Glassware's/Equipments above Rs. 0.5 million will be circulated among allthe pre-qualified Firms.

b) RFP will be floated based on the KPPRA's/PPRA rules and its sub clauses as per the nature and complexity of the project / department / services required.

c) All the pre-qualified firms will be responsible to respond to the UOH either through Courier Service/Email/Fax.

d) The pre-qualified firms are liable to respond to all the queries of UOH within the stipulated time mentioned in the RFP.

e) The proposals/bids will be evaluated based on the Technical and Financial Evaluation Criteria as led out in RFP.

f) The contract will be awarded to highest technically qualified and lowest quoted bidder.

g) After the approval of any Work Award, a Contract Agreement (or an Addendum of existing valid Contract Agreement of same project) on the stamp paper shall be executed by UOH with selected prequalified bidder (i.e. Contractor) within 15 days from the date of issuance of LoI (Letter of Intent) /Work Order.

h) Payment will be made as per terms and conditions mentioned in RFP.

7.2. "Request for Quotations (RFQs)":

a) Request for Quotations (RFQs) as per the format shall be called on emails/Telephone to all prequalified firms.

b) The response time, resolution time, repair time and replacement time shall be communicated within the email for which the RFQ has been requested.

c) The quotations submitted in conformance response time, resolution time, repair time and replacement time shared in email received within stipulated time will be accepted for further consideration.

d) The work/purchase order shall be placed to the firm on least cost basis method.

e) The Selected Firm/Contractor shall be responsible to complete the job within given time from the date of issuance of work order.

f) The Selected Firm/Contractor shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the Purchaser.

g) Payment will be made on full delivery of Goods or Services or completion, after taking over/satisfactory report on job cardand completing all formalities and provision of complete necessary supporting documents by the Supplier

8. MINIMUM TERMS & CONDITIONS FOR POST QUALIFICATION PROCUREMENT

Following Conditions of the Purchase/Services will be applied tothe post-qualifications procurements:

8.1. Incomplete and conditional responses will not be accepted.

8.2. The selected pre-qualified bidder will be responsible to deliver item(s) at UOH at its own risk and cost.

8.3. The supplier will confirm the Acceptance/ Acknowledgment of its receipt on Purchase Orders/ Work Order after the receipt of the Purchase Orders/ Work Order from the Purchaser.

8.4. All Item(s) must be accompanied by Delivery Challan on which the Order No., quantity and supplier's name is clearly shown.

8.5. The period of deliveries/Repair & Maintenance will commence from the date of the receipt of the Purchase Order by the supplier or as specified on the Purchase Order/Work Order.

8.6. Unless otherwise 'agreed', delivery of the material against Purchase Order shall be made at designated UOH offices RFP/ RFQ.

8.7. The Purchaser reserves the right to inspect any item(s) when received \ at designated UOH offices by Authorized Officials as per Purchase /Work order issued to the Firm.

8.8. A satisfactory report regarding goods delivered shall be furnished by the Purchaser's Authorized Officer.

8.9. Item(s) supplied must correspond in all respects, with the Purchase Order and must conform in every respect to sample specification. In the absence of sample, item(s) supplied must be the best and of first class workmanship, failure to comply with this Clause will render the goods liable to be rejected.

8.10. All items must be new, original and meet in all respects with the description details and conditions of the Purchase Order, and must be in good condition on receipt, otherwise they will be liable to rejection.

8.11. The supplier will deliver the item(s) ordered to the authorized representative of the Purchaser who will sign on each delivery note, otherwise the Purchaser will not be held responsible for the goods delivered contrary, to this instruction.

8.12. In case of rejection of items, it will be at supplier's risk and expense. Anyitem received damaged will not be accepted and will be removed by the supplier for replacement at their expense.

8.13. Liquidated Damages

a) In case of delay the University reserves the right to impose a penalty not exceeding 10% of the total amount of the Work/Purchase Order contract at the rate of 1% for each week of delay.

b) If the Firm/Vendor fails to complete work as per UOH requirement, the University's Authority reserves the right to reject it altogether or imposea penalty not exceeding 50% of the total amount of the contract.

8.14. Blacklisting

a) If the Supplier fails / delays in performance of any of the obligations, under the Purchase Order/Work Order/Contract and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order/Contract, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Supplier, either indefinitely or for a stated period.

b) If The Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order/Contract, The Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist The Supplier, either indefinitely or for a stated

period.

8.15. Dispute Resolution

a) The Purchaser and The Supplier shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

b) In case of any dispute, the matter will be referred to the Competent Authority's of the University whose decision will be binding on both parties.

ANNEXURE-A

"COMPLIANCE CERTIFICATES/COMPLIANCE UNDERTAKING"

(To be filled and signed by the bidder on bidder's letter head)

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of this Prequalification Document and hereby undertake and firmly bound myself to abide by/comply all sections of this Document except for those items noted below.

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The information given in Bid is true to the best of my/ our knowledge; I/ we undertake to inform purchaser The University of Haripur of any changes that may take place later in the status of firms in business / agency or the management.

Signature _____

Name _____

Designation _____

Company _____

Date _____

ANNEXURE-B

"REQUEST FOR QUOTATION FORMAT & SUPPLIER RESPONSE"

A) Purchaser Request

Chemicals □	Glassware's □	Equipments □

Customer Name	The University of Haripur
RFQ Number	
Date of RFQ	
Description	Subject of this RFQ
Specifications and/or scope of works	

Sr. No	Item/Description of Required Work	Qty	Unite Rate (Inclusive all taxes)	Total Rate (Inclusive all taxes)

Exact address/es for Goods and/or Services Delivery or Repair/Maintenance Works	
Delivery period (If delivery time exceed this, quote may be rejected by UOH and thework will be awarded tothe next lowest firm)	
Delivery Schedule	
Warranty/ After Sale Services Required	

Quote Validity Period	
Documents to be Submitted	
Deadline for Submission of Quote	
Evaluation criteria	
Preferred Currency for Quote	
How to lodge a quote	Email: Fax: Courier:
Payment Terms	
Liquidated Damages	
Contact Person for Inquiries/ Deliveries	All enquiries regarding this RFQ should be directed to: Name: <insert> Position: <insert>
Complaints	been unreasonably or unfairly treated and it has not been able to resolve the issue with the Customer contact person, the Supplier may request for the issue to be dealt with in accordance with the Customer's complaint management process and directed to: Name: <insert> Position: <insert> Email: <insert>

Sr. No	Item/Description of Required Work	Qty	Unit Rate (Inclusive all taxes)	Total Rate (Inclusive all taxes)
1				
2				
3				

B) Supplier Response

Supplier response to Request for Quote For "Insert RFQ Subject"	
Supplier name	*<insert>*
GST/NTN No's.	*<insert>*
Address	*<insert>*

Postal Address (if different from above)	*<insert>*
Contact Person	***Name:*** ***Position:*** ***Phone number:*** ***Email:***
Quote details and specifications	Add additional rows if applicable
Deviation from the Specifications (if applicable)	*<insert>*
Additional terms	The Supplier must include this information as part of its response (if customer ask for the same):

	<If the customer requires any additional information from the Supplier, then insert details here (e.g. provide CV's, safety/risk management plan)>. ***<Supplier to insert/attach additional information requested above>***
Warranty details (if applicable)	If a warranty period applies to the goods/services then the Supplier must insert details of the warranty offered here (e.g. warranty period and warranty conditions) ***<Supplier to insert warranty details if applicable>***
Declarations	
Authorization and execution by Supplier	As the authorized officer named below, I certify that: (a) I am authorized to submit the Supplier's response as the Supplier's representative. (b) The Supplier understands and has complied with the Requirements of the Request for Quote. (c) The Supplier's response is complete, accurate and not misleading in any way.

Name:	
Designation:	
Signature & Stamp	
Date:	