



# The National Shopping Procedures

Invitation of Quotations

For  
**Purchasing Lap Top, printer and photocopier**

**Issue Date:** 17.11.2025 **Closing Date & Time:** 25.11.2025 on or before 2.30pm

**National Institute of Cooperative Development**

## Section I. Instructions to Vendors (ITV)

| A: General                                       |  |
|--|--|
| 1. Scope of Bid                                  | 1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of services as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above. |
| B: Contents of Documents                         |  |
| 2. Contents of Documents                         | <p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>  |
| C: Preparation of Quotation                      |  |
| 3. Documents Comprising your Quotation           | <p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>   |
| 4. Quotation Submission Form and Price Schedules | <p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>                     |
| 5. Prices and Discounts                          | <p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>  |

|   |   |
|---|---|
|   | <p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>  |
| 6. Currency   | 6.1 The vendors shall quote only in Sri Lanka Rupees.   |
| 7. Documents to Establish the Conformity of the Goods | <p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods/Services conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods/Services, demonstrating substantial responsiveness of the Goods/Services to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods/Services to supply these Goods/Services in Sri Lanka.</p> |
| 8. Period of Validity of quotation                    | 8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.   |
| 9. Format and Signing of Quotation                    | 9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.   |
| <b>D: Submission and Opening of Quotation</b>         |   |
| 10. Submission of Quotation                           | <p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>   |
| 11. Deadline for Submission of Quotation              | 11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.  |
| 12. Late  | 12.1 The Purchaser shall reject any quotation that arrives after the  |

|  |  |
|--|--|
| Quotation  | deadline for submission of quotations, in accordance with ITV Clause 11.1 above.   |
| 13. Opening of Quotations  | <p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>  |
| <b>E: Evaluation and Comparison of Quotation</b>                                   |  |
| 14. Clarifications   | <p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>  |
| 15. Responsiveness of Quotations   | <p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>   |
| 16. Evaluation of quotation  | <p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) price adjustment due to discounts offered.</li> </ul> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p> |
| 17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations | <p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>  |

| F: Award of Contract            |  |
|---------------------------------|--|
| 18. Acceptance of the Quotation | 18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued. |
| 19. Notification of acceptance  | 19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.            |

## Section II: Data Sheet

| ITV Clause Reference |  |
|----------------------|--|
| 1.1                  | <p>The Purchaser is: National Institute of Cooperative Development (NICD)</p> <p><b>Address:</b></p> <p>The Chairman,<br/>Departmental procurement Committee<br/>National Institute of Cooperative Development<br/>Polgolla, Kandy</p>   |
| 5.1                  | <p>If the bidder is allowed to quote for less than the all the items specified, indicate the details.</p> <p>N/A</p>   |
| 7.3                  | Manufacture's Authorization <del>is</del> / is not required.   |
| 11.1                 | <p>Address for submission of Quotations is</p> <p>The Chairman,<br/>Departmental procurement Committee<br/>National Institute of Cooperative Development<br/>Polgolla, Kandy</p> <p>Deadline for submission of quotations is <b>25.11.2025 on or before 2.30pm</b></p>   |
| 13                   | <p>The quotations shall be opened at the following address:</p> <p>The Chairman,<br/>Procurement Committee<br/>National Institute of Cooperative Development<br/>Polgolla, Kandy</p>   |
| 16 <sup>1</sup>      | <p>Other factors that will be considered for evaluation are (List and describe the methodology):</p> <p>Compliance with Technical Specifications</p> <p>Vendor Experience: Proven track record in providing similar event management or conference support services for large-scale or international events.</p> |

|  |  |
|--|--|
|  | <p>Past Performance: Client feedback, references, or documented performance on previous contracts.</p> <p>Resource Availability: Capacity to deliver the required services (marquee tents, equipment, manpower, etc.) within the specified timeframe.</p> <p>Completeness of Quotation: Submission of all required forms, documents, and compliance declarations.</p> <p>Delivery Timeline &amp; Execution Plan: Feasibility and clarity of the execution plan, including setup timelines and operational readiness.</p> |
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<sup>1</sup> Insert only if additional factors other than price is considered for evaluation.

### Section III: Schedule of Requirements

| Line<br>Item N° | Description of<br>Goods/Services            | Quantity | Unit | Final<br>Destination   | Transportation and any<br>other services | Delivery Date   |   |
|-----------------|---|----------|------|--|--|---|---|
|                 |   |          |      |  |  | Latest Delivery<br>Date   | Bidders offered<br>Delivery date [to<br>be provided by<br>bidder] |
| 01              | Supply, delivery and<br>installation of Lap | 03       | Nos  | National Institute<br>of Cooperative<br>Development<br>Polgolla, Kandy | Need Transportation                      | 20 December 2025  | .....<br>[insert the number of<br>days following the date         |
|                 | HEAVY DUTY COLOUR<br>PHOTOCOPIER            | 01       |      |  |  |   |   |
|                 | Network Printer                             | 01       |      |  |  | [insert the number<br>of days following<br>the date of issuing<br>Purchase Order] | .....<br>of issuing Purchase<br>Order]                            |
|                 |   |          |      |  |  |   |   |
|                 |   |          |      |  |  |   |   |
|                 |   |          |      |  |  |   |   |

## Section IV: Technical Specification & Compliance

### Specification for Lap top

| Item # and Name | Component Description                        | Minimum Specifications   | Bidder's Response (Yes/No) | If "No" comment/s on the offer |
|-----------------|--|--|----------------------------|--------------------------------|
|                 | Brand  |  |                            |                                |
|                 | Model  |  |                            |                                |
|                 | Country of origin and Country of manufacture |  |                            |                                |
|                 | Year of manufacturing                        |  |                            |                                |
|                 | Model Type                                   | Should be a Business Series  |                            |                                |
|                 | Processor                                    | Intel® core i7 -1355U Processor (12MB Cache, up to 5.00GHz)  |                            |                                |
|                 | Generation                                   | 13 <sup>th</sup> Generation  |                            |                                |
|                 | Memory                                       | 16GB DDR4, 3200MHz   |                            |                                |
|                 | Hard Disk Drive                              | 512GB M.2 PCIe NVMe Solid State Drive  |                            |                                |
|                 | Display                                      | Panel Size: 15.6 Inches<br>Resolution: FHD (1920x 1080)<br>Refresh Rate: 120Hz<br>Panel Tech: 120 Hz 250 nits WVA Anti- Glare LED<br>Backlit Narrow Border Display |                            |                                |
|                 | Graphics                                     | Intel (R) UHD Graphics with shared graphics memory   |                            |                                |
|                 | Audio  | In Build Stereo speakers, 2W x 2 =4 W total  |                            |                                |
|                 | Keyboard                                     | English international non-backlit keyboard with Numeric keyboard   |                            |                                |



|  |                           |   |  |  |
|--|---------------------------|---|--|--|
|  | Speakers and Microphone   | In build speakers & microphone  |  |  |
|  | Web Camera                | Integrated widescreen HD (720P) Webcam with single digital microphone in plastic chassis  |  |  |
|  | Network                   | RJ 45 Gigabit LAN 10/100/1000Mbps<br>Transfer rate up to 433Mbps<br>Realtek Wi-Fi 6 RTL 8852BE, 2x2, 802.11ax, MU-MIMO, Bluetooth (R) wireless  |  |  |
|  | I/O ports                 | 2 USB 3.2 Gen 1 Type-A ports,<br>1 USB 3.2 Gen 1 Type-A port + 1 USB 3.2 Gen 1 Type- C (Data Only)<br>1 USB 3.2 Gen 1 Type-A port +1 USB 3.2 Gen 1 Type- C<br>1 USB 2.0 port,<br>1 Headset jack,<br>1 HDMI 1.4 Port |  |  |
|  | Operating System          | Windows 11 Home   |  |  |
|  | Battery                   | 3- Cell Battery, 41WHr (integrated)   |  |  |
|  | Software                  | Microsoft (R) office genuine 2021   |  |  |
|  | Warranty                  | 3 Years Comprehensive warranty  |  |  |
|  | Manufacture authorization | Please attached   |  |  |
|  | Unit price without VAT    |   |  |  |
|  | Unit price with VAT       |   |  |  |

*Note: Specification should be submitted by the Vendor/Bidder*

## Specification for Network printer

| Item # and Name | Component Description | Minimum Specifications                         | Bidder's Response (Yes/No) | If "No" comment/s on the offer |
|-----------------|-----------------------|--|----------------------------|--------------------------------|
|                 | Brand                 |  |                            |                                |
|                 | Model                 |  |                            |                                |
|                 | Country of origin     |  |                            |                                |
|                 | Year of manufacturing |  |                            |                                |
|                 | Color of the machine  |  |                            |                                |
|                 | <b>Printing</b>       |  |                            |                                |
|                 | Printing speed        | Up to 30 ppm (pages per minutes)               |                            |                                |
|                 | Print resolution      | Up to 1200 x 1200 dpi                          |                            |                                |
|                 | Duplex printing       | Automatic                                      |                            |                                |
|                 | <b>Copying</b>        |  |                            |                                |
|                 | Copy speed            | Up to 40cpm (copies per minute)                |                            |                                |
|                 | Copy resolution       | Up to 600 x 600 dpi                            |                            |                                |
|                 | Maximum Copies        | Up to 999 copies per original                  |                            |                                |
|                 | <b>Paper handling</b> |  |                            |                                |
|                 | Paper input capacity  | 250 sheets (standard) + 100 sheets (bypass)    |                            |                                |
|                 | Paper sizes supported | A4, A5, A6, Letter, Legal, etc.                |                            |                                |
|                 | Paper types supported | Plair, Recycled, Thick, Thin, Labels, Envelops |                            |                                |
|                 | <b>Connectivity</b>   |  |                            |                                |
|                 | Wired                 | Ethernet 10/100/1000 Base -T                   |                            |                                |

|  |  |                              |  |  |
|--|--|------------------------------|--|--|
|  | Wireless                               | Wi-Fi 802.11 b/g/n           |  |  |
|  | USB                                    | USB 2.0 (Host & Device)      |  |  |
|  | Mobile                                 | Accept                       |  |  |
|  | <b>General</b>                         |                              |  |  |
|  | Display                                | 2.7 – Inch color touchscreen |  |  |
|  | Memory                                 | 8 GB Standard                |  |  |
|  | Duty cycle                             | 65,000 page per month        |  |  |
|  | Power source                           |                              |  |  |
|  | Operating system support               |                              |  |  |
|  | Software                               |                              |  |  |
|  | Energy star certificate                |                              |  |  |
|  | Manufacturer authorization certificate |                              |  |  |
|  | After sale service                     | 24*7                         |  |  |
|  | Warranty                               | 3 years                      |  |  |
|  | price                                  |                              |  |  |

## Specification for Heavy Duty Colour Photocopier

| FEATURE                                  | REQUIED   | OFFERED |
|--|---|---------|
| Make                                     | Please indicate   |         |
| Model                                    | Please indicate   |         |
| Country of manufacturing                 | Please indicate   |         |
| Type                                     | Multifunctional laser color photocopier (Copier, Printer, Scanner)  |         |
| Imaging system                           | Laser   |         |
| Developing system                        | Please indicate   |         |
| Original size                            | A3  |         |
| Print Media                              | 70-200 gsm Bank/ wood free paper<br>100-150 gsm Art Paper<br>230 gsm Art Board<br>150-300 gsm conquer board<br>60-120 gsm conquer paper |         |
| Memory                                   | 4GB or higher   |         |
| Hard disk drive                          | 120 GB  |         |
| Display                                  | 10.1 multi-touch control panel  |         |
| System processor                         | 1.2 GHz or Higher   |         |
| Resolution                               | 600 x 600 dpi   |         |
| Scan                                     | 600 x 600 dpi or high color scanning  |         |
| Print                                    | 600 x 600 dpi or higher   |         |
| Copy                                     | 600 x 600 dpi or higher   |         |
| Drawer capacity                          | 2 x 500 sheets (80 gsm)   |         |
| By pass tray capacity                    | 100 sheets or more (70-250 gsm)   |         |
| Enlargement                              | 25% to 400% at least 5 steps  |         |
| Copy/print speed                         | 25 ppm A4   |         |
| First copy time                          | 10 seconds approx.  |         |
| Warm-up time                             | 20 seconds approx.  |         |
| Multiple copies                          | 1 to 999  |         |
| Power source                             | 230V+10% AC, 50 Hz  |         |
| Dimension, weight and power consumption  | Shall be mentioned  |         |
| Computer interface                       | USB 2.0 /USB 3.0  |         |
| Network interface                        | In built 10/100 (Ethernet printing & color scanning)  |         |
| USB Direct Scan/ Direct Print            | Yes   |         |
| Duplex unit                              | Automatic Duplex  |         |
| Print density adjustment                 | Should be available with light to dark  |         |
| Reverse automatic document feeder (RADF) | Should be available   |         |

|   |   |  |
|---|---|--|
| Software  | Win 8.1/ win 10/11 pro compatible software in CD should be supplied                     |  |
| Accessories   | Power code, data cable, software in CD, user manual                                     |  |
| Warranty  | 03 years comprehensive<br><b>(Note: Warranty card should be supplied with the item)</b> |  |
| Service and maintenance charges after warranty under annually renewable service contract for 05 years | Year 1:<br>Year 2:<br>Year 3:   |  |
| Technical details to prove compliance to above  | Should be attached  |  |
| Drum & developer yield & cost   | More than 150 000 yield (please mention cost)   |  |
| Toner capacity & cost   | A4 single side copies per cartridge (CYAN)  |  |
|   | Cost per cartridge  |  |
|   | A4 single side copies per cartridge (MEGENTA)   |  |
|   | Cost per cartridge  |  |
|   | A4 single side copies per cartridge (YELLOW)  |  |
|   | Cost per cartridge  |  |
|   | A4 single side copies per cartridge (BLACK)   |  |
|   | Cost per cartridge  |  |
| Drum:   | Recommend copies per drum by the manufacture (CYAN)                                     |  |
|   | Replacement cost of the drum  |  |
|   | Recommend copies per drum by the manufacture (MAGENTA)                                  |  |
|   | Replacement cost of the drum  |  |
|   | Recommend copies per drum by the manufacture (YELLOW)                                   |  |
|   | Replacement cost of the drum  |  |
|   | Recommend copies per drum by the manufacture (BLACK)                                    |  |
|   | Replacement cost of the drum  |  |
| Developer   | Recommend copies per developer (CYAN)   |  |
|   | Replacement cost of the developer   |  |
|   | Recommend copies per developer (MAGENTA)  |  |
|   | Replacement cost of the developer   |  |

|   |  |  |
|---|--|--|
|   | Recommend copies per developer (YELLOW)  |  |
|   | Replacement cost of the developer  |  |
|   | Recommend copies per developer (BLACK)   |  |
|   | Replacement cost of the developer  |  |
| Optional items                                      | <b>Please quote separately for original stand with trays</b>                   |  |
| Average cost per copy                               | Shall be included  |  |
| Service provided                                    | 6- days a week, 48- hours response time & a backup machine                     |  |
| Spare parts   | Should be available for at least 10 years                                      |  |
| Manuals & software                                  | User and service manuals and driver software should be supplied with the offer |  |
| Operating training                                  | Should be provided   |  |
| Delivery and installation                           | Within 4 weeks from receipt of purchase order                                  |  |
| Details of recent customers (using the same model)  | Attach a list  |  |
| Authorization letter as dealer & a service provider | Should be attached   |  |
| Trade experience                                    | 05 years for same brand (Attach document for evidence)                         |  |
|   | Should be provided on request  |  |
| Business registration number                        | Please indicate  |  |
| VAT registration number                             | Please indicate  |  |
| Bid bond (Rs.)                                      | Please indicate  |  |
| Unit price without VAT (Rs.)                        |  |  |
| Unit price with VAT (Rs.)                           |  |  |

## Section V

### Quotation Submission Form

*[The Vendor shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will accept.]*

Date:

To: National Institute of Cooperative Development  
Polgolla, Kandy

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods/Services ..... *[insert a brief description of the Goods/Services];*
- (c) The total price of our quotation including any discounts offered is:  
  
*[insert the total quoted price in words and figure];*
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:

*[insert signature of person whose name and capacity are shown]*

Name:

*[insert complete name of person signing the Bid Submission Form]*

Dated:

## Price Schedule

| 1  | 2  | 3   | 4  | 5               | 6                                  | 7                        | 8  | 9                        | 10   |
|--|--|---|--|-----------------|------------------------------------|--------------------------|--|--------------------------|--|
| Line Item<br>Nº                            | Description of Goods                       | Country of<br>Origin                                  | Quantity   | unit            | Unit price                         | Sub Total]               | Inland transportation and<br>other services  | Total Price for Item     | VAT  |
| <i>[insert<br/>number of<br/>the item]</i> | <i>[insert name of Goods]</i>              | <i>[insert country<br/>of origin of the<br/>Good]</i> | <i>[insert number<br/>of units to be<br/>supplied]</i> | <i>Per Unit</i> | <i>[insert price per<br/>unit]</i> | <i>[(7) = (4) x (6)]</i> | <i>[insert total cost of line item<br/>for inland transpor tation<br/>and other services required]</i> | <i>[(9) = (7) x (8)]</i> | <i>[insert total VAT of<br/>line item]</i> |
|  | Supply,delivery,installation of Lap<br>Top |   | 03   |                 |                                    |                          |  |                          |  |
|  | photo copier                               |   | 01   |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
|  |  |   |  |                 |                                    |                          |  |                          |  |
| Total                                      |  |   |  |                 |                                    |                          |  |                          |  |

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*



## Manufacturer's Authorization (Not Required)

*[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]*

Date:

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a quotation the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed:

*[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name:

*[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title:

*[insert title]*

Duly authorized to sign this Authorization on behalf of:

*[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

*[insert date of signing]*



**Sample Purchase Order**  
(Purchaser may modify this form to suit the requirements)

| Title of Procurement: .. (Name of Procurement) ....  |             |   |      |     | Date: .... (Date of this purchase Order) .....                                       |        |               |                   |         |
|--|-------------|---|------|-----|--|--------|---------------|-------------------|---------|
| Our Reference:..... (Quotation Number) .....   |             |   |      |     | Your Reference: ..... (Quotation submitted by you with your cover letter dated ....) |        |               |                   |         |
| We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below: |             |   |      |     |  |        |               |                   |         |
| Item #   | Description | Model Number & Specification reference <sup>2</sup> | Unit | Qty | Unit Price   | Amount | Delivery Date | Delivery Location | Remarks |
|  |             |   |      |     |  |        |               |                   |         |
|  |             |   |      |     |  |        |               |                   |         |
|  |             |   |      |     |  |        |               |                   |         |
|  |             |   |      |     |  |        |               |                   |         |

Other Conditions of this supply are as follows:

1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above;
2. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, free from defects and that they incorporate all recent improvements in design and materials;
3. The warranty shall remain valid for the period given above, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated;
4. If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, a sum equivalent to the .... % per each day, of the delivered price of the delayed Goods;
5. Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser.

Signature Name and Address of Purchaser:

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<sup>2</sup> Attach specifications