

Diplomatic and Consular Mission of Republic of Kosovo

**Request for Quotation (RFQ)**

**For low value *Supplies/Services***

*According to Article 126.3 of Law no. 04/L-042 on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No. 05/L-092*

**RFQ Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

Person’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Region, Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sirs,

You are invited to submit a price quotation for the *[supplies] [services]* mentioned above.

The Request for Quotation consists of the following documents:

|  |  |
| --- | --- |
| Part 1 - Instructions to Tenderers | Part 5 – General Conditions of Contract  |
| Part 2 – Requirement and Specification | Part 6 – References |
| Part 3 – Quotation Form | Part 7 – Purchase Order |
| Part 4 – Price Description |  |

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, position and signature

Contact details:

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1 Instructions to Tenderers**

**RFQ Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Submission of quotations:**

1.1 Quotations shall be filled in indelible ink and may be submitted in either a sealed envelope or digitally via-email or fax at the below stated address:

Person’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Region, Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2 **The quotation closing date and time is**:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All units of each item offered shall be of the same specification.

**2. Quotations:**

2.1 Quotations shall remain firm, fixed and valid for *\_\_\_\_\_\_* [*insert the number of days, normally 30 days]* days from the date of deadline for submission.

2.2 The prices quoted shall include all costs (where applicable), such as transportation to the location, insurance, packing, labelling, erection, or any other costs, or fees to be paid by the Tenderer on DDP Incoterm 2010 bases.

*Note: Diplomatic and Consular Missions are exempt from any local tax including VAT and Customs obligations.*

2.3 Place of Delivery:

Organisation Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#, street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region/State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.4 Packing shall not be chargeable and not returnable unless it is otherwise agreed in writing. Such returnable packing must be clearly stated by the Tenderer .

2.5 All sections of the Request for Quotation should be filled.

**3. Award of Contract:**

3.1. The contract award is:

*[insert the appropriate one]*

[The **lowest** priced **responsive** tender]; or

[the **most economically advantageous** **responsive** tenderdetermined by the weighted criteria as stated below ]

*[insert the weighted criteria]*

**Part 2 Requirement and Specification**

**RFQ Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[To be completed by the Contracting Authority]*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Quantity | Description | Technical Specification |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

**Part 3 Quotation Form**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**RFQ Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[To be completed by the Tenderer]*

I/We the undersigned, hereby offer and undertake to [*supply] [provide the services],* at the destination(s) indicated, the *[products] [services]* specified on the attached forms, in such quantities and at such times as may be required and at the prices set opposite the item or items therein, during the period stated.

Name of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address of Tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Region, Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Fax Number: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Email address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Delivery time: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

The quotation is valid for: *\_\_\_\_\_\_\_\_\_\_\_* days.

(*Note: Your items should be delivered insurance paid to the address stipulated in this RFQ*).

**Part 4 Price Description**

**RFQ Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[To be completed by the Tenderer]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Quantity | Description | Technical Specification | Unitcost | Totalcost |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |

Diplomatic Status – Taxation – Not Applicable

|  |  |
| --- | --- |
| Total |  |

*If a fuller description and technical specification is required, please use additional sheets or attachments.*

I/We hereby undertake to provide the foregoing *[supplies]* *[services]* at the prices set out in this document and to execute a written contract if requested to do so.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Our ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 5 Conditions of Contract**

**1. Rights of the Contracting Authority**

A Contracting Authority shall not be bound to accept any quotation or the lowest cost, nor shall assign any reason for the rejection of any quotation or part thereof.

**2. Costs of submission**

The Contracting Authority does not pay for costs incurred in the preparation and submission of a Quotation.

**3. The Contract**

The Tenderer agrees to sell and the Contracting Authority has agreed to purchase the supplies or services in accordance with the Contract / Purchase Order. The contract shall not include any of the Tenderer’s conditions of sale, or include reference to them. Delivery of supplies or services in response to a purchase order shall be taken to imply that Tenderer has accepted the terms and conditions of this contract.

**4. Price**

The Tenderer will sell to the Contracting Authority the supplies or services at the fixed price stated for the period in the contract. The price shall include storage, packing, insurance, installation and commissioning (as applicable)

**5. Variations of Quantities**

The quantities or items described in the Request for Quotation, hereafter referred to as RFQ’s shall be fixed, unless otherwise indicated in the RFQ.

**6. Quality and description**

The deliverables shall:

1. Conform in every respect with the provisions of the contract;
2. Be capable of all standards of performance specified in the contract;
3. Be fit for any purpose made known to the Tenderer expressly, or by implication;
4. Be new (unless otherwise specified);
5. Correspond to their description or any samples, patterns, drawings, plans and specifications provided, or referred to, in the contract;
6. Be to the quality required by the specification;
7. Wherever applicable, will be performed to the Laws concerning working conditions;
8. Comply with current legislation;
9. Not to contain toxic or hazardous materials.

**7. Reference to local, regional or international standards**

Where descriptions in the RFQ are referring to an International Standard, a National Standard or any other standard, then the Tenderer shall provide a statement confirming that all supplies, labour repairs or ancillary services offered meet the stated standards. Where certificates of test or compliance are available for the supplies or services offered, they shall be provided as soon as possible.

**8. Labour repairs on Contracting Authority premises**

If the contract involves any labour repairs or services which the Tenderer performs on the premises of the Contracting Authority, then the Tenderer shall ensure that all Tenderers’ employees, Tenderers’ sub-contractors and their employees and any other person associated with Tenderer will adhere in every respect to the obligations imposed on the Tendererr by current safety legislation or security requirements of the Country of Residence.

**9. Inspection and Rejection**

Any inspection or approval shall not relieve the Tenderer from the performance obligations, or for the corrections of any defects, including the replacement of defective equipment.

**10. Packaging, Containers**

The Tenderer is responsible for the return of packaging and shall pay the cost of all carriage and handling for the return of package, when the Contracting authority so wishes.

**11. Safety**

The Tenderer shall observe all legal requirements of the Country, and relevant international agreements in relation to health, safety and environment, and in particular to the marking of hazardous supplies, and if so required, the provision of data sheets for hazardous materials and all provisions relating to food.

**12. Delivery**

The deliverables shall be properly packed, protected, secured to arrive in good condition at the time or and the places specified in the contract.

**13. Late delivery**

If the deliverables or any part of them is not delivered by the times specified in the contract then Contracting Authority may, by written notice cancel any undelivered balance of the deliverables.

**14. Property and risk**

The Tenderer shall bear all risks of loss or damage to the deliverables until they have been delivered to the stated premises and shall be insured accordingly.

Ownership of the supplies shall pass to Contracting Authority when the supplies have been delivered. If Contracting Authority make any advance or stage payment, at the time such payment is made, in which case the Tendereras soon as possible shall mark the deliverables as the property of the Contracting Authority and segregate the goods from other stock belonging to the Tenderer.

**15. Receipt and inspection of supplies**

All supplies and services delivered shall be verified for their conformity to the quality specified and for the quantity delivered.

Where a sample is furnished, the item supplied shall be to the same specification.

**16. Invoice Payment**

Unless stated otherwise in the contract Contracting Authority shall pay the Tenderer by the 30th day of the month following receipt of an original and correctly rendered invoice. The Contracting Authority shall not be held responsible for delays in payment due to the Tenderer’s failure to comply with the invoicing instructions.

**17. Tenderer Warranty**

It is expressly agreed between the parties that items that fail within the stipulated warranty period shall promptly make good at the Tenderer’s expense, or be replaced.

**18. Indemnity and insurance**

The Tenderer will indemnify the Contracting Authority against any and all loss, costs, expenses and liabilities caused to the Contracting Authority whether directly, or as a result of the action, claim or demand, of any third party by reason of any breach by the Tenderer of these conditions, or of any terms, or obligations on the Tenderer’s part implied by the other statute, or statutory provision relevant to the contract, or to supplies, or labour repair covered thereby.

The Tenderer will indemnify the Contracting Authority or any and all third party from any damages inflicted and caused by product liability.

The Tenderer shall hold satisfactory insurance cover with a reputable insurer to fulfil their insurance obligations for the duration of this contract.

Satisfactory evidence of such insurance and payment of current premiums shall be shown to Contracting Authority upon request.

**19. Matters beyond control**

If either party is delayed or is prevented from performing its obligations under this contract (as in Force Major) by circumstances beyond the reasonable control of either party (including without limitation any form of government intervention, strikes and lock-outs relevant to the purchase order or breakdown of plant), such performance shall be suspended, and if it cannot be completed within a reasonable time after the due date as specified in the purchase order, then the contract may be cancelled by either party.

**20. Non-observance of conditions**

If a Tenderer breaches, or fails to observe any provision of this contract, the Contracting Authority may give the Tenderer written notice of such a breach or non-observance and Tenderer shall have 30 days from receipt of the notice in which to rectify the breach or non-observance. Should the Tenderer fail to rectify the breach, or non-observance, and then Contracting Authority shall have the right to give the Tenderer written notice terminating the contract with immediate effect.

**21. Tenderer insolvency**

If the Tenderer becomes insolvent or bankrupt or any other situation involving loss of competences to perform duties the Contracting Authority may without replacing or reducing any other rights, terminate the contract with immediate effect by written notice to the Tenderer, or any person in whom the contract may have become vested.

**22. Sub-letting**

The Tenderer shall not sub-let any part of the contract without our written consent, but the Contracting Authority shall not refuse such consent unreasonably. The restriction contained in this condition shall not apply to sub-contracts for materials for minor details or for any part of which the makers are named in the contract. The Tenderer shall be responsible for all work done and supplies supplied by all sub-contractors.

**23. Disputes settlement and applicable law**

In the execution of the contract, the contracting parties shall, at first instance, try to find ways and manners by negotiations to reach an amicable settlement.

If no settlement is reached within 30 days of the start of the amicable dispute-settlement procedure, each Party may seek a ruling from a court.

Any dispute between the Parties that it has not been possible to settle otherwise between the Parties shall be submitted to competent court in accordance with the laws in the resident country.

**Part 6 References**

**RFQ Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Optional Requirement)*

*[The Contracting Authority shall decide if references are requested, if not the Contracting Authority shall insert NOT APPLICABLE]*

The Potential Tenderers are required to detail below the names and addresses of three companies with whom they are currently conducting business, and from whom references may be obtained, if so required. Please also supply telephone and fax numbers of those companies, including a contact name. If you are currently supplying local governments, please include these in your list.

*Company name 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Fax No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Estimated annual value of business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company name 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Fax No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Estimated annual value of business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Company name 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Fax No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Estimated annual value of business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please note that the above information will be treated in the strictest confidence and will be used purely as a means of obtaining references for potential Tenderers of supplies and services.*

|  |  |
| --- | --- |
| stema_JPG | PURCHASE ORDER |
| Overseas Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**The Republic of Kosovo** |  **p.o.** # \_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Street, Address\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City, Region, Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| VENDOR | ***Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Street, Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******City, Region, Postal Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | Deliver TO | ***Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Organisation Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Street, Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******City, Region, Postal Code\_\_\_\_\_\_\_\_\_\_\_\_******Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

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| Delivery METHOD | Delivery TERMS | DELIVERY DATE |
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| --- | --- | --- | --- | --- |
| item # | Qty | description | unit price | total |
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|  |  |  |  |  |
| subtotal |  |
| Diplomatic status – Taxation – Not Applicable tax |  |
| total |  |

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| --- | --- |
| 1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above, or as in the RFQ mentioned.
3. Please notify us immediately if you are unable to delivery as specified.
4. Send all correspondence to:

 Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street, Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City, Region, Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | PLEASE REFER TO OUR **REQUEST FOR QUOTATION**RFQ #\_\_\_\_\_\_\_\_\_\_\_ DATED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your Reference\_\_\_\_\_\_\_\_\_\_\_\_\_\_Our Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised by | Date |