

INQUIRY

PAGE NO. 1 OF 4	DATE	INQUIRY NO.
BID CLOSING DATE		THE INQUIRY NO. NO. MUST APPEAR ON ALL CORRESPONDENCE,
Comp Adres1 Adres2 Place Country ATTN: Name PHONE: Phone FAX : Fax	BIDDER	ALL CORRESPONDENCE MUST BE SENT TO: Company Name Procurement Department Address PC / City Country ATTN: PHONE: FAX
DESCRIPTION OF PURCHASE: Description		

REQUEST FOR QUOTATION (RFQ)

Please submit your quotation in the **English Language** for the subject material, equipment and/or work as stated in the hereafter mentioned Bill of Material, in accordance with the attached documents and the attached Terms and Conditions of Purchase dated 05 September 1996.

Your quotation shall be in accordance with attached requisition and all drawings, specifications and standards stated therein.

Your quotation shall be submitted by mail as follows: one (1) original priced quotation and priced/unpriced copies including all technical data.

Your quotation **must** at least include and/or be accompanied by the information marked below. Failure to comply with these requirements may prevent consideration of your quotation.

- 1. All documents marked under paragraph 1 on requisition sheet "Supplier Furnished Documents".
- 2. Itemized and total prices including suitable packing or protecting (details to be given) and delivery free to delivery point mentioned herein.
- 3. Origin of material being quoted (country, place and name of manufacturer)
- 4. Proposed method of shipment which is included in your price and approximate shipping weights and dimensions
- 5. Confirmation that testing, X-ray and/or stress relieving at least in accordance with the requirements of attached documents and/or applicable codes are included in your prices.
- 6. Confirmation that cost of spare gaskets per our specifications is included in your prices.
- 7. Unit prices for supply and installation (incl. Reinforcement where necessary) of nozzles ½" - 12" and manholes 18" -24" for pressure ratings shown on our drawings, together with price per kg for clips, which prices apply in case of changes, additions or deletions.
- 8. Your best **realistic** delivery time at the delivery point mentioned herein.
- 9. A preliminary schedule including, where applicable, times in weeks from receipt of order for submittal of drawings and other documents, placement of sub-orders, arrival of materials and/or components in your shops, principal stages of fabrication, testing and shipment together with required time for receipt from Company of final information (such as nozzle orientations and no clip details for pressure vessels).

THIS IS NOT AN ORDER.

BIDDERS SHALL CAREFULLY REVIEW THIS INQUIRY AND SHALL SUPPLY ALL INFORMATION REQUESTED USING THIS FORM.

THIS INQUIRY IS SUBJECT TO THE TERMS, CONDITIONS AND SPECIFICATIONS AS STATED HEREIN AND ATTACHED. PURCHASER RESERVES THE RIGHT TO ACCEPT OR REJECT ALL OR PART OF ANY BID. IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THAT CONFIDENTIAL INFORMATION IS PROPERLY MARKED.	Company Name INQUIRY ISSUED BY:.....
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- 10. Confirmation that equipment/material/work is entirely in accordance with our specifications and, if applicable, will meet requirements of national and/or local regulations, together with those of the applicable construction codes. Any proposed deviations to be advised as a separate paragraph.
- 11. Extent to which your price covers governmental regulation inspection.
- 12. Confidential Information
Any information made available by Purchaser and/or Owner to Bidders in connection with the Inquiry shall not be copied, reproduced, used or disclosed to any third party except as authorized in writing by Purchaser. Bidder shall not divulge the existence of the Order or the name of Purchaser or Owner for any purpose whatsoever without the prior written approval of Purchaser. Bidder undertakes to obtain the same confidentiality agreements from his subsuppliers as set forth herein. Bidder agrees to promptly return to Purchaser on his request all documents and copies thereof furnished by Purchaser or Owner in connection with the Inquiry.

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BILL OF MATERIAL

To be completed by the bidder as part of the quotation.

Delivery of material will be as follows, unless noted otherwise below.

Delivery Condition and-Point:

Delivery Date:

Final Destination:

Account Code:

Item	Quantity	UM	Description	Unit Price	Total Price	Delivery in weeks
Sub Total Ex Works price for equipment/materials as per price breakdown above						
Cost for supply of drawings & documents in accordance with the Requisition						
Cost for test and inspection including certification required as per Requisition						
Cost for preservation, packing and marking						
Cost for delivery including transport insurance						
Cost for erection of equipment/materials at jobsite, if applicable						
Any other cost (to be specified separately)						
Grand Total , fixed, firm and not subject to any escalation, excluding V.A.T.						
Bidders ref:				Bid Validity:		

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ATTACHED AND REFERENCED DOCUMENTS

INQ Rev.	Document no.	Issue	Date	Title	Purpose
				Project Documents Telefax 'Reply to Inquiry'	

ATT: Documents Attached to this Inquiry

REF: Documents Referenced, already in your possession

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Bidders List

TELEFAX

Reply to inquiry

Please complete and return promptly

To	From
Company Name City / Country Attention Procurement Department Fax No.:	Company Location Name Date
INQUIRY No.:	Date of inquiry :

Inquiry received on:	Will a quotation be submitted? <input type="checkbox"/> YES <input type="checkbox"/> NO (see notes 1+2)	
Department	Person in charge	
Telephone No.:	Telex No.:	Fax No.:

REMARKS

Note 1) We will separately return the inquiry documents

Note 2) With this inquiry telefax reply we agree and accept the confidentiality clause 12 of the inquiry, irrespective of whether a quotation will be submitted.

Location and date

Signature