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| Instructions for UCT user |
| * This form can be used to request a quotation from a vendor for goods or services where required in terms of the [PPP002 – Threshold values for purchasing policy.](http://www.uct.ac.za/usr/finance/policies/ppp002.pdf)
* Use [MM025](http://forms.uct.ac.za/mm025.docx) to record details of quotations received.

**Selecting a vendor*** Use the [Preferred vendor list](http://www.uct.ac.za/usr/finance/pps/vendors/prefvend.pdf) to find vendors with whom UCT has negotiated agreements.
* See also [PUR004 - Tender Policy](http://www.uct.ac.za/usr/finance/policies/pur004.pdf) and [PUR003 – UCT Purchasing Policy](http://www.uct.ac.za/usr/finance/policies/pur003.pdf)
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| Instructions for vendor |
| * Please complete this form and return it to the UCT contact person identified below.
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## UCT contact details

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| --- | --- |
| Date |  |
| UCT department |  | UCT contact person |  |
| E-mail |  | Telephone |  |
| Delivery address |  |
| Vendor details |
| Vendor name |  | Vendor contact |  |
| E-mail |  | Telephone |  |
| Fax |  | SAP vendor no. (if existing) |  |
| **Quotation request**You are invited to submit a quotation by hard copy to the relevant UCT contact person for the items detailed below. **Note:** Specifications should be attached where required. Quotations should be valid for 30 days. **Item details** |
| Item | Description | Quantity | Unit price (if known) | Product code/name |
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|  |  |  |  |
| Closing date |  | Closing time |  |
| Expected delivery date |  |



* [UCT standard terms and conditions of purchase](http://www.uct.ac.za/services/pps/infoforvendors/tac/)
* [UCT Whistle-blowing guidelines](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/whistle_blowing.doc)