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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) |
| Instructions for vendor |
| * Please complete this form and return it to the UCT contact person identified below. |

## 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 | | |  | | | | |

Description: Description: NOTE

* [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)