

June 2025

# Request for quotation form – Bloemfontein

## Section A: Requested by

Date:		
Name:		
Personnel or student number		
Department/centre/unit:		
Physical address:		
Email address:		
Telephone:	Cell no:	
EXPECTED DATE OF DELIVERY:	Signature:	

## Terms and conditions:

**DELIVERY TIME FOR ORDERED MERCHANDISE IS 10 WORKING DAYS FROM DATE OF SIGNED QUOTATION.**

## Confirmation and payment procedure

1. Complete this form in full, ensure that your **entity manager has signed under Section C**, and submit it to KovsieGear.
2. After receiving this completed form, KovsieGear will provide you with a formal quote.
3. This quotation is valid for **10 working days** from the date of the official KovsieGear quotation.
4. Sign the quote and deliver/email it to KovsieGear.
5. KovsieGear will only place the order when both the request for quotation form and a signed quote have been submitted. When items are ordered, which are not stock standard items, delivery can take up to ten working days.
6. If a University entity is used for purchasing, a motivational letter is required with a signed quotation. Your request for purchasing will first be approved by Finance.

Client signature:

Date:

## Refunds and exchanges

Merchandise can be exchanged or a refund given within the first 10 days after purchase date, provided that:

- There is valid proof of purchase, i.e. till slip/original receipt.
- The goods are in its original packaging or condition, i.e. it is unworn and unused and the price tag is still attached.
- In the interest of hygiene standards, certain products will not be refunded or exchanged.

On behalf of **KovsieGear**:

## Section B: Details of quotation/purchase required

Description of item	Brand description	Price	Quantity	Catalogue and page number (if applicable)

### Motivation for Purchase

Please provide a brief and clear justification for this procurement.

**Please note:** If this section of the form is not completed, no merchandise will be issued

## Section C: Payment options

**Please note:** If section C of this form is not completed, in full, no merchandise will be issued.

### Authorised by:

I,  staff number:  give permission to  
KovsieGear to arrange for a journal transfer for any purchases on behalf of:   
(faculty,department):

The availability of funds has been verified and is sufficient to cover the cost of the items listed.

Signature of entity manager:

Date:

Entity transfer:

YES:

☐

NO:

☐

Entity number(s):