

June 2025

Request for quotation form – Qwaqwa

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 12 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):