

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 of **clothing**, 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)

(Only applicable to clothing)

Please indicate size breakdown

Size	XS	S	M	L	XL	2XL	3XL	4XL	5XL
Male									
Female									
Unisex									

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):

Signature of entity manager: Date:

Entity transfer: YES: NO: Entity number(s):

Payment information:

Cash payment at UFS cashiers:

Cashier's reference: **KovsieGear** 1/483/E3201/6011 Receipt no:

Indicate logo →

Please indicate the logo on the garment with a cross (X).

Front Back:

Logo supplied?

Yes: No:

