

PROCUREMENT POLICY

Form #	AD-500-F02	Revision #	01
Accessibility level	R	Effective date	27 April 2015

PURCHASE ORDER (#) ACCEPTANCE OF QUOTE LETTER

Date: / /

Dear _____,

Representative of _____

In reference to the Request for Proposal of / / and your quote dated / / .

Fahad Bin Sultan University is pleased that your Quote has been accepted.

This Purchase Order is issued in accordance with the purchase request terms and subject to the followings:

1) Total Amount of SR () _____ Saudi Riyal
2) The prices are inclusive of Freight, Packaging, Transportations, Customs Duty and Clearance, and VAT.
3) Schedule of payments:
First payment: () Due on:
Second payment: () Due on:
Third Payment: () Due on:
4) Delivery time as of today is : ()
5) Delay damages of SR () per calendar day.
6) One year warranty
7) The installation & Training will be scheduled in coordination with FBSU
8)
9)
10)

Yours sincerely

Fahad Bin Sultan University