

SSB/SSPC GENERAL TERMS AND CONDITIONS FOR ENQUIRY

1. PRICES

All prices quoted must be strictly **firm** throughout the period of delivery, valid for the purchase of partial or complete quantities or items stated in the enquiry document

2. CURRENCY

Quotation with value of RM 5,000.00 or less shall be priced in Ringgit Malaysia (RM). Quotation exceeding RM 5,000.00 shall be priced in Ringgit Malaysia (RM) or the currency of the Country of Manufacture. In the event the currency is not specified, the prices shall be considered in Ringgit Malaysia.

3. VALIDITY

SELLER's quotation must be valid for **at least 1 month** or as indicated in the enquiry document, whichever longer, after the closing date of the enquiry.

4. SUBMITTAL OF QUOTATION

SELLER's quotation is to be submitted by letter in a sealed envelope showing SELLER's COMPANY NAME, ENQUIRY NUMBER, CLOSING DATE AND MARKED 'CONFIDENTIAL – FOR THE ATTENTION OF MTB SECRETARIAT, EPF-A-SPR'. Submittal of quotations by facsimile is strongly discouraged except for urgent or rush requirement.

Submittal of quotations by fax shall be addressed to MTB Secretariat, EPF-A-SPR via fax No: 085-454316 or 085-452162. Quotation must be presented as in one original priced and one copy unpriced. SSB/SSPC reserves the option to use online bidding for the price.

Quotation received later than the specified closing date and time shall **NOT** be considered for evaluation. Counter opening hours for accepting submissions in Lutong (Procurement, Contract Services Department) is:

Monday to Friday
(Closed During Company and Public Holidays)

From : 1330 hours
To : 1530 hours

All quotations shall be in English, and signed by authorized personnel of SELLER.

5. DEVIATIONS

Quotation shall be understood to be strictly in accordance with BUYER's requirement

unless SELLER has expressly specified any deviations or exclusions thereto.

6. CHANGE OF AGENCY

Transfer or change of agency during enquiry stage will not be acceptable and will render the quotation disqualified. Name of Manufacturer, Country of origin, Model Number, Part Number of Goods and delivery time shall be clearly stated.

7. ACCEPTANCE

BUYER is under no obligation to accept the lowest or any quotation and reserves the right to reject any or all quotations without assigning any reasons for doing so.

8. TERMS AND CONDITIONS

Any purchase order resulting from this enquiry will be subjected to BUYER's "General Terms and Conditions For PO" which can be obtained from the portal <http://www.epshell.com.my/eprocurement/index.html>.

9. COSTS

All costs for the preparation of the quotation are for SELLER's account irrespective of whether an order is placed or not.

10. RESPONSE

Failure to respond to the enquiry may result in SELLER's exclusion from future enquiries for similar goods. If SELLER is unable or unwilling to quote, SELLER is required to give a brief explanation of the reasons, either by mail under SELLER's normal letter heading or by telex/fax.

11. QUERIES

Any queries which may arise in connection with this enquiry should be directed to BUYER as stated in the enquiry document.

12. COMPLIANCE

Failure to comply with any of the above instructions shall render the quotation invalid.