

Annex 3.6: Price and Availability Request

To: _____

Subject: Price and Availability Request

Our File: _____

Your File: _____

Items: _____

Attached is the price and delivery information requested by you. This information was obtained by means of (delete A or B as appropriate):

- A. a request to the industry for estimates only, and therefore cannot be considered to be a firm commitment. To obtain a firm price and delivery for your requirements, close to that quoted in the attached, firm offers will have to be obtained and a contract issued within 6 months. To achieve this, your requisition would have to be received by this department no later than _____

- B. competitive bids which contain a specific expiry date. The price and delivery quoted therefore is only valid for the exact commodity quoted, in the quantity stated, and provided your requisition is received by this department no later than _____.

It is important to note that any changes in the requirement may invalidate the attached information. If changes become necessary, they should be discussed with this department before a requisition is issued.

Any requisition submitted as a result of this study should quote our file number shown above.

The information contained herein shall under no condition be divulged to parties outside the Government and care shall be taken that its internal circulation is on a "need to know" basis. Any communication with the trade related to this information must be through this department.

If you have any enquiries concerning this matter, please contact _____ at telephone number _____

Att.: _____