

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

(Handwritten signature)

Fahad Bin Sultan University

