

REQUEST FOR QUOTATION (RFQ)	
JCHS Ref:	RFQ/JCHS/(S)/ACAD/2026/ PR1302
Quotation Deadline:	30th January 2026
Closing time:	5.45pm
Email Submission:	rfq@jchs.edu.bn

Vendor Company Name:			
Vendor Company Address:			
Contact Number:	Office:	Mobile:	
Date of Submission:			
Quotation Reference No:			

No.	Item Description	Qty	UOM	Unit Price	Total Price
1.	PHOTOCOPY MACHINE RENTAL QTY: 1 UNIT PERIOD : 01ST MARCH 2026 TO 29TH FEB 2028 REMARKS: FOR LIBRARY AND STUDENTS USE (PHOTOCOPY AND PRINTING SERVICES)	24	MONTHS		
Total Price					

Currency:	
Price Validity (Minimum 6 months):	
Warranty:	
Delivery Period:	
Brand / Origin:	
Remarks:	

TERMS AND CONDITIONS

1. All quotations shall be submitted via email to rfq@jchs.edu.bn and addressed to Procurement Department only unless stated otherwise on the RFQ.
2. It shall remain your responsibility to ensure that your quotations reach rfq@jchs.edu.bn on or before the stated deadline. Quotations that are submitted after the closing date, for whatever reason, shall not be entertained.
3. Please submit your electronic quote(s) or communicate your “No Offer” to rfq@jchs.edu.bn by replying the original RFQ email and ensure that the subject title of the email is maintained.
4. Your offer shall be reviewed based on completeness and compliance to the technical specifications / requirements provided by the requestors. Offers that do not meet these specifications / requirements shall be disqualified.
5. In response to requests for discounts or price reduction, you are to communicate your confirmation to discount or otherwise directly to the Purchaser only.
6. If you do not wish to participate in the RFQ, please reply the RFQ email with “No Offer” to rfq@jchs.edu.bn.
7. The Supplier agrees and undertakes that for all items/goods that carry an expiry date of less than twenty-four (24) months, the Supplier agrees to allow the end-user/college to exchange and/or return all items/goods subject to the mutual agreement of both parties.
8. The Supplier is required to provide the price validity period, product images, brand details, and expiry date or shelf life (if applicable).
9. The Supplier is required to fill in the Checklist below during quotation submission.
10. **Payment Terms: 60 days credit terms based on invoice date.**

CHECKLIST OF INFORMATION & DOCUMENTATION REQUIRED FOR QUOTATION SUBMISSION

No	General Requirements	Yes (<input checked="" type="checkbox"/>)	No (<input type="checkbox"/>)	Remarks
7.1	Delivery lead time and date of complete delivery to JCHS with respect to existing stock on hand or partial deliveries.			
7.2	Expiry date of item (minimum of at least 2 years and above, <i>subject to acceptance by requestor</i>).			
7.3	Quotation must be valid for at least one month or longer			
7.4	Updated Letter of Sole or Exclusive Distributor with a minimum validity period of six months, where applicable.			
7.5	Advice on storage conditions or special handling recommended by manufacturer for special items such as cold chain products, where applicable.			

No	For Medical Equipment Only	Yes (<input checked="" type="checkbox"/>)	No (<input type="checkbox"/>)	Remarks
7.7	Warranty period of 2 years (inclusive of parts and labor), where applicable.			
7.8	Quotation for Non-Comprehensive and Comprehensive Preventive Maintenance Service for Year 3 to Year 7 after warranty period of two years, where applicable.			
7.9	Frequency of Planned Preventive Maintenance (PPM) required in 1 year as recommended by the manufacturer, where applicable.			
7.10	Calibration with certificate is included in the warranty period of 2 years as recommended by the manufacturer, where applicable.			
7.11	Frequency of calibration required in 1 year, where applicable.			
7.12	Quotation for calibration services with certificate, where applicable.			

7.13	Period of spare parts availability, where applicable.			
7.14	Period of service support that can be provided, where applicable.			
7.15	Year of model release and status of model (latest), where applicable.			
7.16	Quotation for spare parts and accessories required by equipment, where applicable.			
7.17	Description of devices for testing and calibration required by equipment, where applicable.			
7.18	Regular calibration of testing devices used for maintenance / calibration work, where applicable.			
7.19	Proposed maintenance checklist, where applicable.			
7.20	Breakdown list of maintenance kit required for maintenance work, where applicable.			

The Terms & Conditions and the Checklist above will be subject to changes when deemed necessary by the Procurement Department.