

Bid Clarification Check List

Company

PROCUREMENT DEPARTMENT

MINUTES OF MEETING BOM

JOB NUMBER BN-

PROJECT

INQUIRY NUMBER

DESCRIPTION

MEETING HELD AT ON

THOSE PRESENT:

<u>For</u>	<u>For</u> <u>Company</u>	<u>For</u>
(bidder)		(if appropriate)
Mr.	Mr.	Mr.
Mr.	Mr.	Mr.
Mr.	Mr.	Mr.
Mr.	Mr.	Mr.

* = part-time participation

PURPOSE OF MEETING:

The purpose of the Bid Conditioning/Clarification meeting is to resolve and/or finalize any technical and commercial aspects to ensure mutual Company/Bidder understanding and agreement to current known requirements. These notes summarize and document the results of the meeting and portions of them will serve as the basis for any potential Purchase Order/Subcontract.

SCOPE OF DELIVERY:

QUOTATION NUMBER dated

BID VALUE

.....

AGREEMENTS:

1.0 The quotation is in full compliance with the inquiry? YES/NO

1.1 In the case of an order, what technical deviations are to be incorporated?

1.2 In the case of an order, what commercial deviations are to be incorporated?

2.0 List any items requiring clarification or any information that is required by the bidder and when such will be made available.

3.0 APPLICABLE DOCUMENTATION

The following documents will be applicable:

- the complete requisition and listed specifications
- the conditions printed on the reverse side of the Request for Quotation form
- the packing, marking, shipping and invoicing instructions.

3.1 Conflicting terms or conditions contained in the bidder's quotation and not covered in paragraph 1 of these minutes of meeting are null and void.

4.0 **SPARE PARTS**

Bidder has/has not recommended spares for startup, commissioning and one year operation.

The spare parts bid is valid until

5.0 **SUPPLIER DOCUMENTATION**

Bidder fully understands the requirements for "vendor furnished documents" as per the applicable requisition sheets. YES/NO.

6.0 **PROGRESS REPORTING**

6.1 Planning information/production schedule will be updated and submitted every

7.0 **TESTING AND INSPECTION**

Testing and inspection will be performed according

to:

by:

All costs for testing and inspection are for the bidder's account, except for:

8.0 **REQUIRED DELIVERY DATE AND POINT**

- Date:
- Point:
- Guarantee for late delivery:

9.0 **GUARANTEE**

As per paragraph 8 of Company's "Instructions and Conditions" of purchase, (except that

.....

10.0 **FINAL PRICING**

10.1 The new bid value considering all changes per this document is:

10.2 Optional prices are:

Important Note: All prices to be firm for the life of an eventual order and to include packing, but to exclude added value tax.

10.3 Field Assistance etc. by supplier:

11.0 **PAYMENT TERMS**

A. Payment will be made 100% net within days after delivery subject to availability of:

- Signed acknowledgement copy of order
- All "vendor furnished documents"
- Properly executed invoice.

OR

B. Incremental payments will be made as follows:

...% Upon receipt of signed acknowledgement copy of order without restrictions/ provisions, unpriced copies of major suborders and approval of the following drawings:

.....

...% Upon availability in suppliers shop of all materials, required by supplier to guarantee smooth, continuous fabrication of the equipment covered by the order and upon actual start of such fabrication, whichever is later

...% Upon delivery of the complete order subject to availability of all "vendor furnished documents".

Payment of the first and second instalment will be made on receipt of a bank guarantee for progress payments, valid until delivery.

The final payment shall be covered by a bank guarantee in the amount of% of the total order value, which guarantee shall be valid until the ultimate expiration of the contractual guarantee period.

Costs for these bank guarantees are for the supplier's account.

All payments will be made within days after fulfilment of the above conditions and receipt of a properly executed invoice covering the instalment due, whichever is later.

2.0 **SUPPLIER's CONTACT PERSON:**

Name:

Telephone:

Fax: