



QUOTATION FOR THE SUPPLY AND DELIVERY OF MICROSOFT OFFICE

QUOTATION NO: 19/2022

1. Quotations are invited from Contractor who are registered with **UPKJ SUPPLIES AND SERVICES, Class C, Head IV, Sub-Head 8** and possess valid UPKJ registration for the supply and delivery of Microsoft Office.
2. Quotation Documents are obtainable from Finance Division, Purchasing Section, 6th Floor POB, Jalan Pelabuhan Pending, Kuching upon payment of **Non-refundable Document Fee** of Ringgit Malaysia Fifty only **[RM50.00]** in the form of cash or cheque made payable to **Kuching Port Authority**.
3. The **Original Copy** of Unit Pendaftaran Kontraktor Dan Juruperunding (UPKJ) Certificate and Surat Pengiktirafan Status Bumiputra (if relevant) issued by State Financial Secretary's Office (SFS) should be presented for verification when collecting the document together with an authorized letter from the Licensee [if the documents are to be collected other than the Licensee] failing which Documents will **NOT** be issued.
4. A Company is only allowed to collect and submit **One (1) set** of Quotation document only.
5. The submission of The Document shall be in sealed envelope and be marked "**QUOTATION FOR THE SUPPLY AND DELIVERY OF MICROSOFT OFFICE**" and be addressed to **THE CHAIRMAN, QUOTATION COMMITTEE, Kuching Port Authority, P.O.Box 530, 93710, Kuching, Sarawak** or if delivered to be placed in **QUOTATION BOX** at **Registry, 7th floor, Port Operations Building, Jalan Pelabuhan, Pending, Kuching**.
6. The closing date of this Quotation is on **25th July 2022** at **12:00 noon**. Quotation documents received after the closing date and time will not be considered. Please submit the Quotation document **before the closing date and time**.
7. Kuching Port Authority does not bind itself to accept the lowest of or any Quotation, nor to assign any reason for the rejection of any Quotation.

**GENERAL MANAGER
KUCHING PORT AUTHORITY**