**Purchase Request for Items $5000 - $15 000**

**Procedure:**

1. Fill up the table
2. Forward to PI for approval.
3. Fill in specifications in the conditions of contract (COC) form
4. Send to vendor to get agreement to NUS terms & conditions
5. Forward to CPO BP ([syidahm@nus.edu.sg](mailto:zjleng@nus.edu.sg)) for PO processing along with the 3 quotations and agreement to COC.

**Attachments Required:**

1. 3 quotations
2. Conditions of Contract (COC) with Goods/Service Requirements
3. Vendor Agreement to COC
4. Approval from PI or WBS Owner.
5. Approval from 2 QAAs (Han Yanhui, Teo Ai Hwee or Liu Qiping)

|  |  |
| --- | --- |
| **Date** |  |
| **Name of Requestor** |  |
| **Department** | 143 Chemistry |
| **Purpose of Buy** |  |
| **Procurement Approach** | SQ |
| **EPV in SGD (Estimated Procurement Value Without GST)** |  |
| **Justification for Award (Why the vendor is chosen, lowest quote etc. If < 3 quotes please explain)** |  |
| **Delivery Address** |  |
| **Billing Address** | National University of Singapore, Department of Chemistry, Lab Supplies, Lower Kent Ridge Road, 8 Science Drive 2, S5-B-03, Singapore 117547 |

|  |  |  |
| --- | --- | --- |
| **Awarded** | **Bidder** | **Price (S$)** |
| Yes | [Company A] |  |
| No | [Company B] |  |
| No | [Company C] |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Qty** | **Currency** | **Unit Price** | **Total Amount** | **Asset No. (if Applicable)** | **GL** | **WBS** |
|  |  |  |  |  |  |  |  |
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