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| To | General Manager | Date | 31/10/2023 |
| Attention |  | Quotation No | TM 03/23-24 |
| Company |  | Fax # |  |
| Email |  | No of Pages |  |
| Subject | REQUEST FOR QUOTATION –  **CLEANING, MAINTENANCE AND PAINTING** | | |

Dear Sir/Madam,

You are invited to quote for the following and please provide VIP prices only with Company Seal

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| **NO** | **DESCRIPTION** | **Qty.** |
| 1. | 1 Ton Standard Mass | 48 |
| 2. | 25kg Standard Mass | 40 |
| **Scope of work:** | | |
| 1. | Removal of exiting coating |  |
| 2. | Removal of rust |  |
| 3. | Removal of water from the mass if found |  |
| 4. | Pressure test mass found with water |  |
| 5. | Opening of calibration box and changing of all screws |  |
| 6. | Cleaning of calibration box (not to remove any lead from the box) |  |
| 7. | Clean surface to meet safe painting requirements |  |
| 8. | Application of anti-rust paint (AP10) |  |
| 9. | Application of finishing paint (provide details of paint) |  |
| 10. | Greasing of adjustment box and screws |  |
| 11. | Replacement of damaged screws | 50 pieces |
| 12. | All movement of mass for refurbishment and initial calibration to be handle by the contractor (folk lift) |  |
| 13. | Indicate workplace for the refurbishment work |  |
| 14. | Occupational health and safety issue to be contractors responsibility |  |
| 15. | Printing of Departmental information and serial number |  |
| 16. | Supply lead for calibration | 80kg |
| 17. | Supply 5 labour for calibration for 5 working days |  |
| 18. | Supply silicone sealer for sealing of calibration box | 15 packs |
| 19. | Indicate Delivery Time(not more than 2 weeks) |  |

1. The quotations must be written in firm’s official letter head including quotation number and may be delivered via:
   1. **MTCSMEC, Quotation Box, Accounts Section, Level 2, Civic Tower in a seal envelope with the Quotation No. marked as TM 03 /23-24**
   2. **Email**: **eoi@mcttt.gov.fj**
2. Prices should remain firm at least 30 days after closing of the quotation.
3. Note that materials and fittings must comply with relevant Government standard, if it’s not supplied according to the standard requirements, items will be rejected and the next lowest will be considered.
4. Late quotations will not be considered.
5. Failing to comply with the above terms and conditions will invalidate your quotation.
6. This Quotation will close **on Monday 13th November, 2023.**
7. The quotation must be submitted together with your business TIN letter.
8. The Standard mass is located at Ratu Raobe Building – Labasa.
9. Inspection for quotation can be done at Ratu Raobe Building – Labasa.
10. Inspection for quotation will be open from 10am till 1pm on 07/10/2023.

We look forward to receiving your quotation. Our Tender Committee will inform you as soon as possible of the outcome.

Thank you for responding.

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**Adi Siteri Raisuni**

**Assistant Inspector**