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| The University of Costa Rica, request a complete proforma with the following information. |
| 1. | You should quote the following lines. Must be listed with detailed specifications. |
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| **Item No.** | **Description** | **Total Cost** |
| 1 | One (1) SICCO-Mini-Desiccator for Gas Filling Basic. **(V 1849-06).** | €0,00 |
|  | One (1) BOLA-certificate DIN A4. **(XL003-150527).** |  |
| *Packing.* | €0,00 |
| *Freight – Postage (CPT Aduana Santamaría).* | €0,00 |
| *Bank Commission* | €0,00 |
| **TOTAL CPT, Aduana Santamaría, Alajuela Costa Rica.** | €0,00 |
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| 2. | Proforma has to come addressed on behalf of: |
| 2.1. | University of Costa Rica, Office Supplies, Procurement Unit. Sports Facilities of the University of Costa Rica, 200 meters east and 500 meters north. Sabanilla, Montes de Oca. San Jose Costa Rica |
|  3. | The proforma or reference number must be indicated. |
| 4. | You must indicate the currency of the proforma |
| 5. | The date must be updated. |
| 6. | Indicate the effect of the pro forma, must have at least **60 working days.** |
| 7. | Indicate the **delivery period** of *SICCO-Mini-Desiccator for Gas Filling Basic.* ***(V 1849-06)*** and *BOLA-certificate DIN A4.* ***(XL003-150527).*** |
| 8. | Indicate the **method of payment**. Payment is made by bank transfer. To do so must provide the following information: |
| **8.1.** | Name of the bank. |
| **8.2.** | Bank address. |
| **8.3.** | Swift code. |
| **8.4.** | ABBA code. |
| **8.5.** | Account name. |
| 8.6. | Account number. |
| 9. | Proforma must be signed. |
| 10. | ***If the University should cover the cost of an International Banking Commission, it shall be reflected in the proforma.*** |
| 11. | The **place of delivery** of the equipment for customs clearance must be pointed out that **Customs is Santamaria, Alajuela Costa Rica.** |
| 12. | The AWB must be entered on behalf of University of Costa Rica, Office Supplies, Procurement Unit. Sports facilities of the University of Costa Rica, 200 meters east and 500 meters north. Sabanilla, Montes de Oca. San Jose Costa Rica. |
| 13. | The letter of representation in Costa Rica must be attached. |
| **Once the proforma has the V ° B ° of the Administration, for the respective payment it will be necessary to send the original offer by courier.** |
| Any inquiries are to serve them, says goodbye cordially; |