

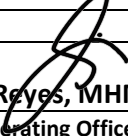
	GUIDELINES		DOC NO.	BMI-GL-SLS-001
			REV NO.	00
	TITLE QUOTATION PREPARATION AND SUBMISSION		PAGE	1 of 2
			EFFECTIVE DATE	July 26, 2024
Prepared by:	Reviewed by:	Approved by:		
 Rachelle Ann Escleto-Polinar Quotation Team Leader -Vismin	 Sheere Ann Barnes National Sales Director	 Kathleen D. Reyes, MHM, DBA Chief Operating Officer		

1. FORMAT AND CONTENT

All quotations submitted to clients must adhere to the following format and include the specified information using Biosite letterhead:

1.1. Header

- 1.1.1. Biosite logo
- 1.1.2. Quotation number assigned sequentially
- 1.1.3. Issuing department, Sales or Technical Services

1.2. Addressee (Customer)

- 1.2.1 Individual name
- 1.2.2 Company name
- 1.2.3 Position title
- 1.2.4 Complete address

1.3. Opening Remarks

1.4. Quotation Details

- 1.4.1. **Part No.:** Assigned number per item from manufacturer catalogue and BMI system.
- 1.4.2. **Item Description:** Clearly and accurately describe each item, including specifications, models, and any relevant technical details.
- 1.4.3. **Unit:** Specify the packaging details for each item (e.g., per piece, per box).
- 1.4.4. **Quantity:** Indicate the quantity requested by the customer
- 1.4.5. **Unit Cost:** Clearly state the price per item.
- 1.4.6. **Gross Amount:** Calculate the total price for each item based on the quantity and unit price.
- 1.4.7. **Subtotal:** Total price of all items
- 1.4.8. **Sales Tax:** Applicable tax charges
- 1.4.9. **Total:** Total price of all items plus applicable taxes




1.5. Terms and Conditions

- 1.5.1. **Price Validity:** Specify the duration for which the quoted prices are valid.
- 1.5.2. **Delivery Period:** Indicate the estimated delivery period for the items.
- 1.5.3. **Terms of Payment:** Clearly outline the accepted payment terms (e.g., cash, credit terms, payment schedule).
- 1.5.4. **Warranty:** Specify the warranty period for each machine, including terms and conditions.
- 1.5.5. **Remarks:** Other details needed like freebies and additional accessories

1.6. Closing Remarks

1.7. Biosite Authorized Signatories (including their company email address and mobile no.)

- 1.7.1 **Sales:** Medical Sales Representative, Product Manager, National Sales Director
- 1.7.2 **Technical Services:** Technical Services Director

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1.8. Footer

- 1.8.1. Company offices with addresses
- 1.8.2. Company main email address
- 1.8.3. Customer care hotlines

2. SUBMISSION PROCEDURES

- 2.1. Quotation Associate submits the quotation thru the provided email address of the customer and/or send it personally to the appropriate person of the company. Ensure that the medical sales representative, district sales manager, regional sales manager and national sales manager are copy furnished in sending the quotation via email.
- 2.2. Submitted quotations shall be saved in the official google drive of quotation team for status and regular updating.
- 2.3. Quotation Associate shall inform the sales team and customer thru text message or phone call that the requested quotation has already been submitted.

3. OTHER CONSIDERATIONS

- 3.1. **Accuracy and Clarity:** Ensure all information provided in the quotation is accurate, complete, and easy to understand.
- 3.2. **Professionalism:** Maintain a professional and consistent format throughout the quotation.
- 3.3. **Pricing:** Adhere to the company's pricing policies and ensure all prices are competitive.
- 3.4. **Compliance:** Comply with all relevant laws and regulations regarding quotations and sales.
- 3.5. **Review and Approval:** All quotations must be reviewed and approved by the appropriate personnel before submission to the client.

4. AMENDMENT CLAUSE

- 4.1. Management reserves right to change, amend, or further improve this guideline, in accordance to the provisions of the law, from time to time as it may deem necessary.