



QUOTATION / PROFORMA INVOICE REQUEST

FROM : FUNDAÇÃO COPPETEC
CENTRO DE GESTÃO TECNOLÓGICA / CT2 - UFRJ
AV. MONIZ ARAGÃO, S/Nº
ILHA DO FUNDÃO - CIDADE UNIVERSITÁRIA
RIO DE JANEIRO / RJ - BRASIL
CNPJ: 72.060.999/0001-75
CEP: 21941-972
PHONE: (055 21) 3622.3480/3479

Please provide us a proforma invoice, quoting your best prices for the items described in attached page. The Proforma Invoice shall be made according to the following instructions. After the approval it will be used to start a import process.

General Conditions for the Proforma Invoice making:

1) Consigned to: FUNDAÇÃO COPPETEC
CENTRO DE GESTÃO TECNOLÓGICA / CT2 - UFRJ
AV. MONIZ ARAGÃO, S/Nº
ILHA DO FUNDÃO - CIDADE UNIVERSITÁRIA
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2) Due to the authorities requirements the proforma invoice shall mention:

- Unit and Total price for each item.
- Estimated Net weight / Gross weight of the material.
- Estimated dimensions
- Country of origin and provenance
- "N.C.M" / TEC / Harmonized Tariff System
- Delivery Terms: INCOTERMS 2010
EXW – For all Shipment Modal (Importer will pick up the cargo)
FCA – For Air shipments – Exporter deliver the cargo to our freight forwarder
FOB – For Ocean shipments – Exporter deliver the cargo on board of vessel
CPT – Carriage Paid to - for air shipment or
CFR - Cost and Freight Rio de Janeiro, Brazil - for maritime shipment as per Incoterms 2010
- Manufacturer.
- Delivery period for shipment.
- Complete data of the **Exporter / Exclusive Representative** in Brazil and Bank instructions.
In case of a representative in Brazil please include: CNPJ, agent commission.
- Validity date (at least 6 months).
- Declaration: prices quoted in this proforma invoice are the current export prices to any country.
- Declaration: exporter is the manufacturer of quoted products.
- **The approval and start of an import process is conditioned to the inclusion of all above items.**

- In case of a Temporary Import, please mention the following sentence:

" IMPORTAÇÃO AMPARADA SOB O REGIME DE ADMISSÃO TEMPORÁRIA "

3) Terms and Conditions of Payment:

- a) At sight; or preferable CAD (cash against documents); or 30 days net.
- b) Letter of Credit (confirmation if requested shall be on beneficiary expenses);



- Note1: Ammendments costs to the failure of shipment deadlines and/or others to be for beneficiary's account.
- For Donations please mention the following sentence, on payment terms:
"WITHOUT COMMERCIAL VALUES, FOR CUSTOMS PURPOSE ONLY"

5) Previous Guidelines for Shipment:

a) Cargo:

A cargo heavier than 400kg shall be sent by ship unless Fundação Coppetec requires not to do so.

b) Transport / Carrier:

Goods should be shipped through by the forwarder informed at PO. (when not be CPT or CFR)

Details will be sent with shipping instructions.

c) Destination:

International Airport or Port of Rio de Janeiro.

d) Handling:

* Please inform on the Proforma Invoice if there is any **special conditions of temperature for cargo handling / transport / stock.**

* Please inform on the Proforma Invoice what type of packing used. For the goods conditioned in **WOODEN PACKING**, shall be sent on the occasion of shipment the **ORIGINAL CERTIFICATE OF FUMIGATION.**

6) Analysis Certificate

When the products are received, they shall come along with the Certificate of Analysis identifying the pharmacopoeia standard it is based on and which lots it refers to. The Certificates shall be signed by the technician responsible or by the quality control manager of the company. Products that do not comply with these requirements shall not be received.

7) Equipment:

For purchases of goods with special characteristics the following requirements shall be considered:

- A set of spare parts for equipment maintenance and manufacturer time suggestion period.
- Technical assistance services (assembly, start up, others) shall not be included in the proforma invoice, but in a separate document - side-letter.
- Drawings, catalogues and technical brochures, shall be sent with the proforma invoice. If not available, please state that you do not publish brochures or technical catalogues.
- 3 (three) operation manuals shall come with the equipment. Please confirm in your proforma invoice that the manuals will be provided with the goods.
- Warranty (inform warranty period)

8) Proforma Invoice Remittance:

We strongly recommend to advance by fax a copy of the proforma invoice for a previous analysis and start the internal import process.

Original proforma invoice and complementary documents shall be invoiced by mail or courier (preferable).

- The signature of the issuer shall be in ink (stamps are not acceptable)
- Signer name shall be readable as well as the department in charge of the issuing.

Thank you very much for your attention. Remind you that your advance proforma invoice by fax will be expected soon.