

(No. 3)

個別専門家
機材現地調達
実施要領

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1988年11月

2114

国際協力事業団
マレーシア事務所

JICA MALAYSIA OFFICE

JAPAN INTERNATIONAL COOPERATION AGENCY
25, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.
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機材の現地調達について

マレーシア事務所長

専門家が業務上必要とする機材は、本邦からの購送も可能ですが、これら機材はマ側に贈与されるものであり、メンテナンス、部品や消耗品の交換などアフターケアの観点から当事務所では、専門家各位に可能な限り、現地調達をされるようお願いしています。

機材の購入にあたり、その手続は主として専門家ベースで行ないますが、形式上は当事務所が購入し、マ側に供与する形となります。このため、見積、請求等支払いに係る各書類は事務所長宛（専門家気付）としています。

なお、機材の現地調達の申請、実施、管理にあたっては「機材調達の手引（派遣専門家編）」をあらかじめご参照下さい。

1、機材の申請と選定

申請にあたっては、専門家の携行機材として妥当な範囲で、マ側と必要性を十分協議の上、機材を選定して下さい。機材はマ側に供与されるものですが、専門家の業務上必要な機材に限られますので、任期満了が近い場合の申請は認められません。

2、機材価格の積算

仮見積書、カタログ等により機材の価格を積算します。この場合、機材の価格が160万円以上の場合は二社以上の見積書を取り付けて下さい。なお、この見積書はあくまでも予算を確保するためのもので、購入決定を意味するものではありません。また、見積額は原則として免税価格でお願いします。

3、申請書の提出

「機材購送申請及び理由書」（別添1）に必要事項（複数の機材を購入する場合は優先順位を付すこと）を記入の上、見積書のコピーを添付して当事務所まで提出して下さい。

締切は各四半期おき（3、5、8、11月の各10日）に、個別専門家の要望をとりまとめ、一括して予算示達の申請を行なっています。

4、予算の本部承認

申請から予算の示達まで、通常一カ月（年度当初は二カ月）程度かかり、申請結果は当事務所から、専門家に連絡いたします。

なお、本部では個別に査定を行ないませんが、事務所には総額が一括して通報され、例えば、一律10%カットで査定される場合もありますので、承認された場合であっても、金額等内訳については、あらかじめ事務所担当とご相談下さい。

5、契約交渉

上記に基づき、予算が確保されますと、正式に見積書を取り付けます。なお、機材申請に際し取り付けた見積書が、効力を有している場合は、改めて見積書を取り付ける必要はありません。

原則として複数業者から提出された正見積書(Quation 別添2)にもとずき、カウンターパートを交えて内容を検討し、業者と価格、サービス、メンテナンス等の交渉を行ないます。この際に購入価格は承認額を越えてはいけません。また機種や条件が大幅に変更される場合は、本部への照会が必要です。

6、発注、契約

交渉が合意に達すると、事務所担当の了解を得て、所定様式の発注書(Purchase Order 別添3)を作成して下さい。なお、納品期限は原則として一週間ですが、輸入品や特別仕様などで遅れることが明らかな場合には、業者と相談の上、決定して下さい。

また、機材の価格が200万円以上の場合には、契約書(Purchase Agreement別添4)が必要ですので、様式に従い、契約書の作成を業者に依頼して下さい。

7、免税手続

発注と同時に免税許可を得るため、所属先から大蔵省あて免税の申請を行なうよう、依頼書(別添5)を作成します。許可されるまでに、少なくとも二週間程度かかります。

8、納品、検査

免税許可がおりしだい、納品されます。この際に、納品書(Delivery Order 別添6)を取り付けて下さい。また機材の搬入後、直ちに稼働検査を行ない、検取調書(別添7)を作成します。異常がなければ、請求書(Invoice 別添8)を取り付けて下さい。

9、支払

請求書、納品書、検取調書、見積書及び価格が200万円以上の場合には契約書のオリジナルを一括して、当事務所に提出して下さい。内部手続を終えると、事務所から、直接業

者に小切手で支払いを致します。なお、支払いは週1回としています（支払いの際には専門家にも連絡します）。

10、機材管理

購入手続が終了すると、機材はマ側へ供与されるものですが、実際には専門家の監督のもとに管理される事になります。このため、10万円以上の機材については機材管理台帳（別添9）に記入の上、必要に応じ提出できるよう整理して下さい。

11、機材の供与

機材は購入手続が完了すると、機材寄贈の文書（Hand Over 別添10）を提出し、受領書（Receipt 別添11）を取り付けます。

なお、援助で供与した旨の銘板（Sticker 別添12）が定められておりますので、当事務所までお申し出下さい。

12、機材の保守

贈与された機材は、マ側の所有となりますので、マレイシア政府の財産として登録する必要があります。この際、納入業者等と所属先の間でメンテナンス契約（半年ないし一年間は購入時の保証期間でカバーされる。）を交すよう指導して下さい。

添付：1、機材購送申請及び理由書

2、見積書

3、発注書

4、契約書

5、免税依頼書

6、納品書

7、検収調書

8、請求書

9、機材管理台帳

10、機材寄贈書

11、受領書

12、銘版

昭和69年4月27日

昭和69年3月7日

国産電力事業団

派遣事業部長 殿

(申請者名) ~~国産電力事業団~~
 (住 所) 不明
 (添付科目) 添字物処理

このたび、事業団の事業団 事務局として、ご照会の件につきまして、(I)に照して、

添字物処理の必要としますので、その照会の方へお返事を申し上げます。
 上記(I)に示すように、添字物処理の必要とされています。添字物処理の必要とされています。

12

添字物処理の必要とされています

昭和69年度、添字物処理機材として、R-1111-E-17-1
 (NEC APC-IV) 一台、現地に同様に御許可頂戴と致す。
 既に同機材の、小職の配属先にて、添字物処理機材、御許可頂戴。
 上記の添字物処理機材の、御許可頂戴と致す。

上記の小職の配属先にて、小職の指導業務の、御許可頂戴
 併せて、現地の設計と致す。下水施設設計の、御許可頂戴。
 添字物処理機材の増設と致す。他の添字物処理機材の、御許可頂戴。
 添字物処理機材の、御許可頂戴。添字物処理機材の、御許可頂戴。
 Design = CAD) の、御許可頂戴と致す。

添字物処理機材の、御許可頂戴と致す。
 添字物処理機材の、御許可頂戴と致す。
 添字物処理機材の、御許可頂戴と致す。
 Power Supply) の、御許可頂戴と致す。

上記の理由で、① Plotter ② Digitizer ③ UPS
 ④ Maths Co-Processor の、御許可頂戴と致す。
 ⑤ CAD 添字物処理機材の、御許可頂戴と致す。
 ⑥ CAD 添字物処理機材の、御許可頂戴と致す。
 ⑦ CAD 添字物処理機材の、御許可頂戴と致す。
 ⑧ CAD 添字物処理機材の、御許可頂戴と致す。
 ⑨ CAD 添字物処理機材の、御許可頂戴と致す。
 ⑩ CAD 添字物処理機材の、御許可頂戴と致す。

添字物処理機材の、御許可頂戴と致す。
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 添字物処理機材の、御許可頂戴と致す。

小職の配属先、添字物処理機材の、御許可頂戴と致す。
 添字物処理機材の、御許可頂戴と致す。
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 添字物処理機材の、御許可頂戴と致す。

以上

機材購送申請及び理由書

昭和 年 月 日

国際協力事業団
派遣事業部長 殿

(専門家氏名)
(任 国)
(指導科目)

このたび、国際協力事業団 専門家として、任国における技術指導上別紙(Ⅰ)に記載の
機材を必要としますので、その購送方よろしくお願い申し上げます。
また、購送機材のほか別紙(Ⅱ)に記載の機材を携行する必要がありますので、その任国
への送付及び帰国の際の本邦までの返送につきよろしくお願い申し上げます。
上記(Ⅰ)及び(Ⅱ)に記載した機材の申請理由は下記の通りです。

記

機材購入(輸送)申請理由

Horizontal lines for writing the reasons for equipment purchase/transport.

Horizontal lines for writing the reasons for equipment purchase/transport.

BUSINESS COMPUTERS SDN. BHD.

1ST FLOOR BANGUNAN SATERAS 152, JALAN AMPANG 50450 KUALA LUMPUR MALAYSIA.
TELEPHONE: 03-2433477 (9 Lines) TELEX: BCOM MA 32495

Your Ref:

Our Ref: PC/CD/206/III/ja

Date: March 3, 1988

Resident Representative
JICA Malaysia Office
25, Jalan Yap Kwanseng
50450 Kuala Lumpur

Attn: Dr. Kunitoshi Sakurai

Dear Sir

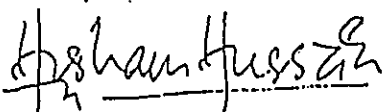
Re: PRICE QUOTATION FOR PERIPHERALS

With reference to the above and our discussion this morning at your premises, we are giving you two alternatives for your kind perusal.

We hope that the information given will help you to evaluate this quotation favourably.

Thank you.

Yours faithfully
BUSINESS COMPUTERS SDN BHD



HISHAM HUSSAIN
Marketing Executive

2ND ALTERNATIVE

MODEL	DESCRIPTION	PRICE (M\$) WITHOUT DUTY	DUTY
DPX 3300	Roland DFX 3300 Plotter 8 pen, A1 Size 300 mm per second 0.05 mm per step (resolution) Electrostatic paper hole	14,800	2,000
STAND-PLOTTER	Stand for Plotter	1,150	100
MN 1812	Summasketch 12" x 18" Digitizer 4 button cursor	4,125	450
MC STY	STYLUS Pen		
UPS-RX1001	BOYUNG 1 KVA Uninterruptable Power Supply 15 Minutes supply of Power	2,500	200
APC-MATH	Math co-processor for APC IV	1,252	100
TOTAL NETT PRICE :		23,827	2,050



MALAYSIA OFFICE

発注書 (別添3)

JAPAN INTERNATIONAL COOPERATION AGENCY
25, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.
Telephone: 03-241-4133, 03-241-4235, 03-241-4150
Facsimile : 241-4384
Telex : MA 30204

Your Ref:

Sample Letter

Date: March 23, 1987

City Marketing Sdn. Bhd.
Wisma Cestel
No.4, Jalan Kilang (51/206)
46050 Petaling Jaya
Selangor

Dear Sirs,

Re: Order for Minolta EP470Z Copier, Automatic Feeder, Sorter
and Paper Stacker.

Thank you for your quotation letter for the above mentioned items. We are pleased to inform you that we have decided to purchase the above mentioned items.

Details are mentioned on the attachment.

Thank you.

Yours faithfully,

Kenji Tomita
JICA Expert
(for) Resident Representative



Sample Letter

Attachment

Date : 23rd March, 1987

Please supply the following items.

ITEM -----	DESCRIPTION -----	AMOUNT -----
1.	One unit Minolta EP470Z Plain Paper Copier c/w - One unit Trolley - One unit Universal Cassettee - One bottle starter/Developer - Three bottles Toner - A4, F4, A3 Paper one ream each	\$ 8,500.00
2.	One unit Automatic Feeder A15 c/w Document Feeder F15	\$ 2,000.00
3.	One unit Sorter S20111	\$ 3,000.00
4.	One unit Triple Paper Stacker C5003	\$ 2,300.00
	Total	\$ 15,800.00 =====

-
1. Article : One year guarantee
2. Delivery : Within one week after the order date
3. Payment : Within 30 days after delivery
4. Remarks : Charges of packing, transportation and installation are included in the above price.



MALAYSIA OFFICE

JAPAN INTERNATIONAL COOPERATION AGENCY
25, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.
Telephone: 03-241-4133, 03-241-4235, 03-241-4150
Facsimile : 241-4384
Telex : MA 30204

Your Ref:

Date:

Dear Sirs,

Re: Order for

Thank you for your quotation letter for the above mentioned items. We are pleased to inform you that we have decided to purchase the above mentioned items.

Details are mentioned on the attachment.

Thank you.

Yours faithfully,

JICA Expert
(for) Resident Representative



Attachment

Date :

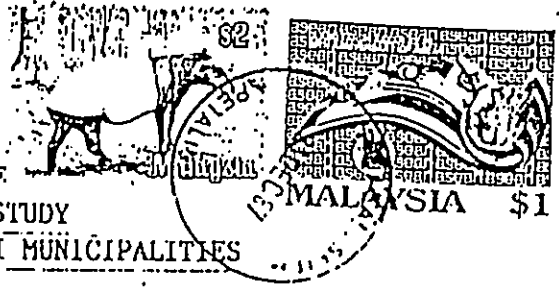
Please supply the following items.

ITEM -----	DESCRIPTION -----	AMOUNT -----
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-
1. Article : One year guarantee
 2. Delivery : Within one week after the order date
 3. Payment : Within 30 days after delivery
 4. Remarks : Charges of packing, transportation and installation are included in the above price.

原文は業者に作成させ事務所長、専門家が署名し、また事務所の住所等をゴム印でいれます。

PURCHASE AGREEMENT
FOR THE EQUIPMENT OF
SOLID WASTE MANAGEMENT STUDY
FOR PULAU PINANG AND SEBERANG PERAI MUNICIPALITIES



Mr. Takao Matsuzaki, the Resident Representative of Japan International Cooperation Agency (JICA) Malaysia Office, located at No.25, Jalan Yap Kwan Seng, Kuala Lumpur (hereafter referred to as the BUYER) and Mr. Jerry Cheong, Sales Executive of Avery Malaysia Sdn. Bhd. at No.8A, Jalan 213, 46050 Petaling Jaya, Selangor (hereafter referred to as the SELLER), hereby agree to the following terms and conditions on the purchase of Goods listed below for the Solid Waste Management Study for Pulau Pinang and Seberang Perai Municipalities.

IN WITNESS THEREOF, this agreement is done in triplicate, of which all copies are equally authentic, and are held, one (1) copy each, by the BUYER, the SELLER and the Witness.

Kuala Lumpur, 22nd December 1987

For the BUYER,

Kazuo Okabe
Resident Representative

JICA MALAYSIA OFFICE
JAPAN INTERNATIONAL COOPERATION AGENCY
No. 25, Jalan Yap Kwan Seng
50450, Kuala Lumpur, West Malaysia
Tel: 2414133/2414235/2414384

For the SELLER,

Jerry Cheong
Sales Executive
Avery Malaysia Sdn. Bhd.

As the Witness,

Kunitoshi Sakurai
JICA Expert attached to
Technical Unit, Local Government Division,
Ministry of Housing and Local Government
Jalan Cenderasari, Kuala Lumpur.
Tel. 2989211 ext. 159

Article 1. Specification and Price of the Goods

The BUYER agrees to purchase from the SELLER and the SELLER agrees to sell to the BUYER the following Goods (hereafter referred to as GOODS) for the following Price.

The details of the Specification of the GOODS are as in the attached quotation.

 One (1) of AVERY J311 Surface Mounted (Pitless) Steel Deck Electronic Road Weighbridge fitted with AVERY L200 Digital Indicator System and IBM Compatible Computer.

Capacity : 40 000 kg
 Digital Readout : 0 - 40 000 kg x 10 kg
 Platform Size : 12 m x 3 m x 12.5 mm
 Platform Height : 310 mm .
 PRICE : M ~~52,000.00~~ nett CIF PORT KLANG
 =====

(Ringgit Fifty-two Thousand and Five Hundred only)

NOTE: The above price includes:

- 1) Delivery of equipment to site.
- 2) Installation.
- 3) Commissioning.
- 4) Weights & Measures Inspector's Fees and
- 5) Construction of the Foundation Pit with appropriate reinforcement (but EXCLUDES piling).

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Article 2. Exemption from Government Duties and Taxes

All the GOODS are exempted from government duties and taxes such as import duties, import tax and sales tax as stipulated in the Article 10 of General Circular No.1 of 1979.

The BUYER shall notify the Local Government Division, Ministry of Housing and Local Government (hereafter referred to as the GOVERNMENT) the purchase of the GOODS, and request exemption.

The SELLER shall contact the GOVERNMENT, and take the necessary measures to obtain the duty and tax exemption as instructed by the GOVERNMENT. Expenses incurred in the process shall be borne by the SELLER.

Article 3. Consignee

The consignee of the GOODS for import shall be:-

The Director General
Local Government Division
Ministry of Housing and Local Government
Jalan Cenderasari
Kuala Lumpur

Article 4. Delivery

The SELLER shall deliver GOODS at one time to the JICA Expert attached to the Technical Unit, Local Government Division, Ministry of Housing and Local Government (hereafter referred to as the EXPERT) at the Permatang Pauh Municipal Solid Waste Landfill Site of Majlis Perbandaran Seberang Perai at Mukim Permatang Pauh, Seberang Perai Tengah (hereafter referred to as the SITE) on the day instructed by the EXPERT between 21st and 31st of January 1988. Prior to the delivery, the SELLER shall contact the EXPERT for final delivery date confirmation.

The SELLER or his designee shall accompany the GOODS. At the SITE, the SELLER shall follow the instruction/s of the EXPERT and the staff of Majlis Perbandaran Seberang Perai.

Wf chong

Article 5. Installation and Inspection

The SELLER or his designee shall install the GOODS at the SITE and give operational instructions to the EXPERT and the staff of Majlis Perbandaran Seberang Perai at the day convenient to the Expert.

Inspection of the GOODS shall be made at the same time.

The SELLER shall supply at least one (1) copy of the operating instructions manual in English for every item of the GOODS.

Article 6. Liability

The SELLER shall bear the cost of repair, if the SELLER, his designee, his appointed transport agent or whoever appointed to deliver the GOODS damages any part of facilities and equipment of the SITE during delivery and installation.

Article 7. Invoice

One (1) original and two (2) duplicate copies of the invoice and of the delivery order both signed by the SELLER shall be addressed to the BUYER (Resident Representative, JICA Malaysia Office), however the SELLER shall mail the invoice and the delivery order to the EXPERT. The EXPERT shall, then acknowledge the receipt of the GOODS and the result of inspection to the BUYER.

Article 8. Payment

After receipt of the acknowledgement, invoice and delivery order signed by the EXPERT, the BUYER shall pay in full to the SELLER the amount as stipulated in Article 1 of this agreement within one (1) calendar month after the SELLER installs the GOODS to the SITE.

Article 9. Warranty

The SELLER shall provide the original guarantee/warranty card issued by the manufacturer for every item of the GOODS, or this agreement shall be effective as the SELLER's full warranty on all the GOODS against manufacturer's defective workmanship and materials and the defect/s caused during the transport of the GOODS to the SITE, for one (1) year after installation of the GOODS.

Article 10. Spare Part Supply and Maintenance Service

The SELLER shall guarantee the supply of spare parts and provide maintenance service of the GOODS for at least three (3) years after the warranty expires. Cost shall be agreed upon prior to repair.

Article 11. Penalty

In case of the SELLER fails to deliver the GOODS to the BUYER within the period specified in Article 4 of this agreement, the SELLER shall pay to the BUYER a sum equivalent to 0.1 per cent of the amount stipulated in Article 1 of this agreement for each delay of one (1) week. The total amount of payment of penalty, however shall not exceed five (5) per cent of the amount stipulated in Article 1 of this agreement.

In case the payment stipulated in Article 8 of this agreement is delayed owing to cause/s attributable to the BUYER, the BUYER shall pay to the SELLER the interest rate on US dollar usually available at the first class bank in Kuala Lumpur. The total amount of payment of penalty, however, shall not exceed five (5) percent of the amount stipulated in Article 1 of this agreement.

Article 12. Legal Cost

The SELLER shall pay all the legal costs of and incidental to the preparation of this agreement including the stamp duty.

Article 13. Force Majeure

Both the BUYER and the SELLER shall be responsible to each other for non-performance of any Articles of this agreement except when the said non-performance is caused by strikes, wars, incidents, riots, natural calamities, disruption of communication, prohibition by law and/or any other causes beyond their reasonable control.

Article 14. Dispute

Any dispute arising from and/or relating to interpretation of any of the Articles of this agreement shall be settled amicably between the BUYER and the SELLER.

=====

6202060

SPECIFICATION: IBM PC COMPATIBLE MICROCOMPUTER
=====

1) IBM-COMPATIBLE COMPUTER (MICOMS TURBO-XT)

The MICOMS TURBO-XT comes with a Japanese-made motherboard, disk-drive and monitor. Its features are as follows:

- 8088-2 microprocessor with 4.77/8 MHz CPU
- 640KB RAM size
- one 360KB disk-drive (TEAC)
- one 20MB hard-disk with controller card
- one high-resolution green monitor (Logitech)
- monographic card
- multi-function card (with a parallel and serial port and real-time clock)
- keyboard
- MS-DOS 3.1

2) Dot-matrix Printer (Panasonic)

Its features are as follows:

- 80-column printer with up to 137 characters per line under compressed mode
- print speed is 100 cps or 20 cps under NLQ.

3) Application Software

The application software will be customised to the requirements of the solid waste data management system.

S P E C I F I C A T I O N
=====AVERY J311 STEEL DECK SURFACE MOUNTED ROAD WEIGHBRIDGE

The Avery J311 Steel Deck Surface Mounted Road Weighbridge is recommended for installation where any of the following conditions are present:

- 1) A high water table - site prone to floods.
- 2) Soft ground - requiring expensive foundations and piling.
- 3) Hard rocky terrain - high excavation costs.
- 4) Temporary site - where location may be moved from time to time.
- 5) Overall lower costs on simple level foundation.

Avery J311 is of mild steel structure and is fabricated locally based on our UK design. The platform is assembled and welded on site. At the same time, 4 units Avery 8701 load cells are placed in position. The load cells and cables are not accessible from the outside and this offers greater security against accidental damage or tampering.

Platform size is available in 12 x 3 m or 15 x 3 m.

The height of the low profile platform is approximately 310 mm.

The whole platform structure can be lifted in one piece in the event of site relocation. Access to the platform is by concrete ramps. Drawings for the ramps and simple foundation will be supplied by Avery and to be constructed by the customer.

Recommended distance of platform to the weigh-house should not exceed 10m. However, extended cable length can be supplied (at extra cost) on order. The Avery J311 is connected to our Avery L200 Digital and Avery K200 Dot-Matrix Electronic Printer.

SPECIFICATION - AVERY 8701 LOAD CELL
=====

The load cells are of the strain-gauge natural stainless steel type. They are hermetically sealed to produce a standard electrical output which is proportional to the applied load.

Each load is column-mounted free-motion type to ensure that non-vertical forces do not influence weighing accuracy.

Each of the load cell has integral cables of 25m (82') standard lengths which terminate box mounted in the weigh-house.

Each load cell is calibrated on Avery's own deadweight standardizing machine located at the Load Cell Manufacturing Department in Birmingham.

The load cell units are installed under the platform and coupled through the junction box to the instrumentation.

Indication is provided by a digital indicator system which is connected to the terminal box by a standard 6m (19'8") single cable.

Overloading rating safe 150% of rated capacity.

Overloading rating, ultimate 225% of rated capacity.

W. Chong

[Handwritten signature]

[Handwritten signature]

JAPAN INTERNATIONAL COOPERATION AGENCY
25, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.
Telephone: 03-241-4133, 03-241-4235, 03-241-4150
Facsimile : 241-4384
Telex : MA 30204

Your Ref:

Sample Letter

Date : December 3, 1987

The Director,
Kolej Pengajian Persediaan
Institute Teknologi MARA
D/A Wisma Belia
50460 Kuala Lumpur

Dear Sir,

Apply Tax Exemption for Provision of Equipments

With reference to the above, I am pleased to inform you that JICA will provide the following equipments as part of its Technical Cooperation Program :-

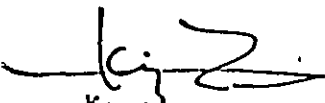
- | | |
|-------------------------------------|----------|
| 1. Photocopy Machine | one unit |
| 2. Advanced Personal Computer (NEC) | one unit |

Enclosed herewith are the necessary quotations and catalogues for your kind procedure:

Kindly, therefore, apply for tax exemption on our behalf, as soon as possible in order to effect clearance of the mentioned goods for immediate utilisation.

Thank you.

Sincerely yours,


Kenji Tomita
JICA Expert
(for) Resident Representative



MALAYSIA OFFICE

JAPAN INTERNATIONAL COOPERATION AGENCY
25, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.
Telephone: 03-241-4133, 03-241-4235, 03-241-4150
Facsimile : 241-4384
Telex : MA 30204

Your Ref:

Date:

Dear Sir,

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Thank you.

Sincerely yours,

JICA Expert
(for) Resident Representative



先鋒文房機械中心有限公司
NEW ERA BUSINESS MACHINES SDN BHD

納品書 (別添6)

Office Equipment Specialists,
26-A (Gd. Fl.) Town Centre, Jalan Desa Jaya,
Taman Desa Off Jalan Kelang Lama,
58100 Kuala Lumpur. Tel: 7837000 (6 lines).
Service Dept. 7837627, 7837618

DELIVERY ORDER DO No 1615

Delivered to: JABATAN PANIK DAN TALIAIR
JALAN MAHAMERU
50626 KUALA LUMPUR

Attention to: MR MATSUISHI

Please receive the undermentioned goods in good order and condition:-

DATE	15th Mar '88
INVOICE NO.	1615
CUSTOMER'S P.O. NO.	
OUR ORDER NO.	
TERMS OF PAYMENT	CASH
SALES EXECUTIVE	S.M. LEE
A/C NO.	

ITEM	DESCRIPTION OF GOODS	MODEL NO	MACHINE SERIAL NO.	QUANTITY
01	Canon Electronic Typewriter (Item:One Only)	S-200		1 Unit
	F.O.C. : Canon Ribbon (0)			3 Pcs
	Lift Off Tape			3 Pcs

Remarks:

For NEW ERA BUSINESS MACHINES SDN BHD

Authorized by

17/3/88

Clause

The Buyer acknowledges receipt of the above mentioned goods in good order and condition and that from the time of receipt of the goods the risk of any loss or damage to or deterioration of the said goods from whatever cause arising shall be borne by the Buyer. Without prejudice to the Seller's rights as stated in Clause below, goods once delivered to the Buyer cannot be returned to the Seller. The property in the goods shall only pass to the Buyer when payment in full has been made to the Seller and until then, the Seller shall in all cases have the right at any time at its sole option to take back all or any of the goods without having to state any reason whatsoever. Should default be made by the Buyer in payment of any sum due under any order as and when it becomes due the Seller shall have the right to suspend all future deliveries until the default be made good or to cancel the order so far as any goods remain to be delivered thereunder without prejudice to any claim or right the Seller might otherwise make or exercise. Deliveries of goods may be totally or partially suspended by the Seller if at any time the Seller is prevented or hindered from supplying the same due to any circumstances whatsoever beyond its control.

CUSTOMER'S COPY

Ibu Pejabat,
Customer's Signature: Abdullah Alif
Malaysia,
Date: 17.3.88
50626 KUALA LUMPUR.

機 材 検 収 調 書
(現地調達用)

昭和 年 月 日

国際協力事業団
717事務局長 殿

所属先
指導科目
専門家名
(検査員)

印/サイン

下記について検収しましたので報告いたします。

記

1、契約業者名 :

連絡先・電話 :

担当者名 (立会人) :

2、契約金額 : MS (円相当)
当月予算統制レートで換算

3、納品年月日 : 昭和 年 月 日

4、検収場所 :

5、検収年月日 : 昭和 年 月 日

6、機材名・数量 :

7、検収結果 : 異常 (有・無) 有る場合は別紙に詳細を記入



先鋒文房機械中心有限公司
NEW ERA BUSINESS MACHINES SDN BHD

請求書 (別添3)

Office Equipment Specialists.
26-A (Gd. Fl.) Town Centre, Jalan Desa Jaya,
Taman Desa Off Jalan Kolong Lama,
68100 Kuala Lumpur. Tel: 7837800 (6 lines).
Service Dept. 7837627, 7837618

INV No 1614

INVOICE

DATE: 15th Mar'88

Sold to:

Kazuo Okabe
Resident Representative
JICA Malaysia Office

OUR PURCHASE ORDER NO.	
OUR DELIVERY ORDER NO.	1614
DELIVERY DATE	15th Mar'88
TERMS OF PAYMENT	CASH
SALES EXECUTIVE	S.M. LEE
A/C NO.	

ITEM	DESCRIPTION OF GOODS	MODEL NO.	MACHINE SERIAL NO.	QUANTITY	PRICE			
					UNIT		AMOUNT	
					\$	¢	\$	¢
01	Canon Electronic Typewriter	S 200		1 Unit	M\$850	.00	M\$ 850	.00
02	Canon Ribbon			3 Pcs	FOC		=====	
03	Lift Off Tape (Item:Three Only)			3 Pcs	FOC			
					Total:		M\$	M\$ 850.00

Amount: Eight Hundred & Fifty Only.

T. & O. E.

NOTICE is hereby given that goods sold are not returnable or refundable. No payment against this account will valid unless supported by an original receipt signed by an Authorised Officer on behalf on NEW ERA BUSINESS MACHINES SDN BHD. If payment is made by cheque it should be payable to NEW ERA BUSINESS MACHINE SDN BHD. Any complaint regarding the goods or prices detailed herein should be made by buyer within seven days upon receipt of the invoice otherwise no claim will be entertained. Interest will be charged on overdue account at 1.5% per month.

We confirm acceptance of above goods in good order and condition.

For NEW ERA BUSINESS MACHINES SDN BHD.

Pejabat,
Jabatan Perdagangan, Kuala Lumpur
Customer's Signature & Company's Stamp
19.3.88

CUSTOMER'S COPY

Authorised Signature

[Signature]
17/3/88



JAPAN INTERNATIONAL COOPERATION AGENCY
25, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.
Telephone: 03-241-4133, 03-241-4235, 03-241-4150
Facsimile : 241-4384
Telex : MA 30204

Your Ref:

Our Ref:

Sample Letter

Date: June 2, 1988

The Director
Kolej Pengajian Persediaan
Institut Teknologi MARA
D/A Wisma Belia
50460 Kuala Lumpur

Dear Sir,

Provision of Equipments

I am pleased to inform you that under its Colombo Plan Technical Cooperation Scheme, JICA will supply the equipments as mentioned in the list enclosed herewith.

The equipments will become the properties of the Government of Malaysia and will be utilised exclusively by JICA experts, for the successful implementation of their duties during their term of service at your Department.

It would be much appreciated if you could kindly acknowledge receipt of the equipment and take necessary measures to maintain it in good order.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Kenji Tomita', written over a horizontal line.

Kenji Tomita
JICA Expert
(for) Resident Representative

enc:

JAPAN INTERNATIONAL COOPERATION AGENCY
P.O.Box 216, Mitsui Bldg., Shinjuku-ku, Tokyo, Japan.

()

Nos.	Description of Goods	Quantity	Unit Price	Amount
	WORD PROCESSOR 70GX	3 SETS	¥112,000.-	¥336,000.-
	CARRYING CASE	3 PCS	7,500.-	22,500.-
	FLOPPY DISK 3.5" 10pcs/box	4 BOXES	15,400.-	61,600.-
	INK RIBBON R17G7 20pcs/box	10 BOXES	12,000.-	120,000.-
	TRANS 1A	3 PCS	12,000.-	36,000.-
	FLOPPY DISK 2CW301	2 BOXES	15,800.-	31,600.-
	INK RIBBON CW201 10pcs/box	10 BOXES	7,500.-	75,000.-
	INK RIBBON CASE CW202	2 PCS	13,000.-	26,000.-
	ADAPTER G1634	1 PCE		2,300.-
	LAMP AS-3000A	24 PCS	2,200.-	52,800.-
	HALOGEN LAMP B1W 360W	24 PCS	5,900.-	141,600.-
	SLIDE FILE	1 PCE		2,250.-
	MICROPHONE RD6B	2 PCS	7,000.-	14,000.-
	MICROPHONE MIXER HX9T	1 PCE		8,800.-
	VIDEO TAPE VHS T-160	7 PCS	2,300.-	16,100.-
	MAGNET TAPE	3 PCS	430.-	1,290.-
	PAPER FOLDING 35sheet/set	100 SETS	90.-	9,000.-
	STENCIL PAPER FOR FACSIMILE GSM-2	7 BOXES	8,800.-	61,600.-
	PRINTER	10 PCS	1,050.-	10,500.-
	PICTURE POSTCARD 10sheet/set	1 SET		600.-
	CASSETTE TAPE CKC11	1 PCE		950.-
	- DITTO - VKC3	1 PCE		950.-
	- DITTO - VKC4	1 PCE		950.-
	- DITTO - VKC15	1 PCE		950.-
	- DITTO - VKC18	1 PCE		950.-
	- DITTO - VKC25	1 PCE		950.-
	- DITTO - T4R041	1 PCE		950.-
	TOTAL: FOUR(4)CASES ONLY	104 SETS, 88 PCS & 33 BOXES		¥1,036,190.-



受領書 (別添11)

Sample Letter

Mr. Kazuo Okabe
Resident Representative
JICA Malaysia Office

Acknowledged the receipt of the equipment described in the list attached herewith, which were donated by the Government of Japan under its technical cooperation program.

The said equipment will be properly maintained and provided exclusively for Japanese experts while the technical cooperation of Japan continues.

Signed by :

(Abdul Rahman bin Bakar)

Department : Kolej Pengajian Persediaan
Institut Teknologi MARA

Date : June 10, 1988



Mr. Kazuo Okabe
Resident Representative
JICA Malaysia Office

Acknowledged the receipt of the equipment described in the list attached herewith, which were donated by the Government of Japan under its technical cooperation program.

The said equipment will be properly maintained and provided exclusively for Japanese experts while the technical cooperation of Japan continues.

Signed by :

Department :

Date :



MALAYSIA OFFICE

JAPAN INTERNATIONAL COOPERATION AGENCY
25, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia.
Telephone: 03-241-4133, 03-241-4235, 03-241-4150
Facsimile : 241-4384
Telex : MA 30204

Your Ref:

Date:

Dear Sir,

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I am pleased to inform you that under its Colombo Plan Technical Cooperation Scheme, JICA will supply the equipments as mentioned in the list enclosed herewith.

The equipments will become the properties of the Government of Malaysia and will be utilised exclusively by JICA experts, for the successful implementation of their duties during their term of service at your Department.

It would be much appreciated if you could kindly acknowledge receipt of the equipments and whether they are in good order without any item missing.

Sincerely yours,

JICA Expert
(for) Resident Representative

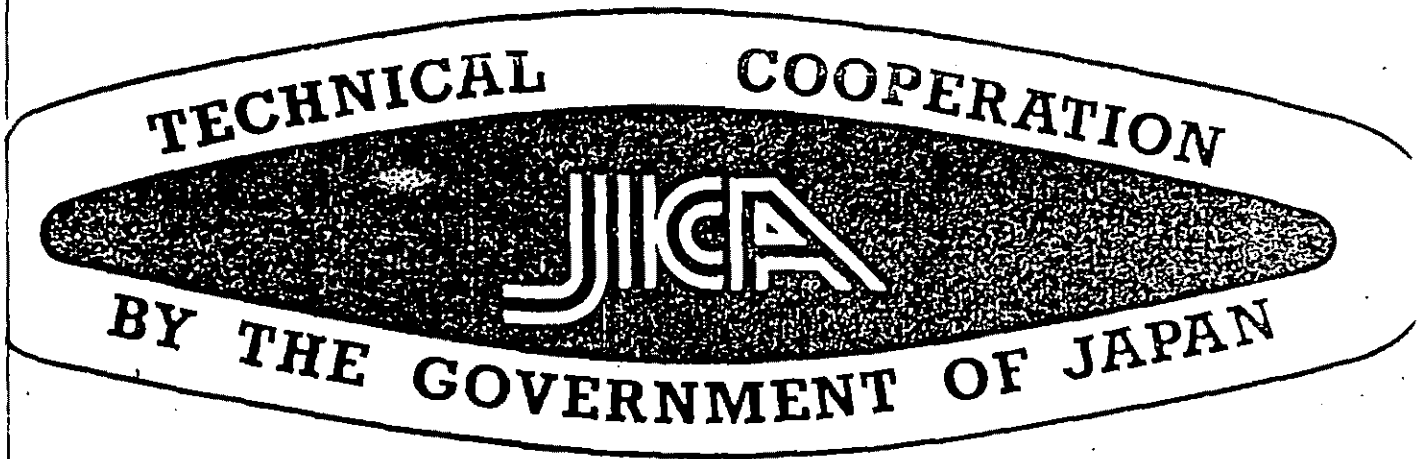
enc:

JICA Malaysia Office
25, Jln. Yap Kwan Seng, 50450 KL., Malaysia.

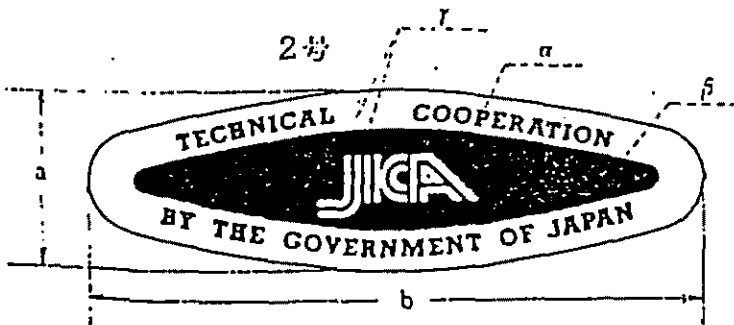
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Nos.	Description of Goods	Quantity	Unit Price	Amount
	Total:			

4号



3号



(単位: mm)

規格	a	b	厚さ
1号	16	54.4	0.1
2号	24	81.6	0.2
3号	35	119.0	0.2
4号	60	204.0	0.4

- 注 a = 文字は黒とする。
 β = 中地はライトブルーとする。
 γ = 枠地およびJICAマークはシルバーの
 無光沢とする。

1号



