

# Republic of Sierra Leone

# Request for Quotations

**(FOR GOODS)**

**Use of Document draft:**

This document should be used for procurement of goods when the Request for Quotations procurement procedure as defined in the Public Procurement Manual is required.

Refer to the Request For Quotations User Guide for guidance on preparing this Standard Bidding Document.

**Explanation:**

[ ] denotes information is to be inserted when drafting the RFQ.

{ } denotes an explanation to procurement staff when preparing the RFQ – these should be deleted from the final document before issue.

**This entire page should be deleted before issue of the RFQ.**

# Name of Procuring Entity

## Address of Procuring Entity

### REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFP/RFP No	Contract/PO No	Financial Year

To: .....  
 .....  
 .....

Date:.....

The [*name of Procuring Entity*] invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this RFQ.

#### SECTION A: QUOTATION REQUIREMENTS:

- 1) Place of delivery for the Goods: .....
- 2) Quotations should be based on:  
 for domestic companies; Ex Works – insured and delivered to [*place of delivery*]  
**or** for non-domestic companies; CIP to [*point of delivery*].
- 3) The delivery period required is .....days/weeks/months from date of order.
- 4) Quotations must be valid for [*number of days*] from the Return By Date given below.
- 5) The warranty/guarantee offered shall be: ..... months.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number above and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than: [*time*] on [*date*]
- 8) Quotations must be returned to: [*name of official and address*]  
 .....  
 .....  
 .....
- 9) The attached Schedule of Requirements at Section C and Technical Data at Section D detail the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B, C and D.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. A Local Purchase Order will be issued to the lowest priced quotation by item or by total.

Payments will be made within forty-five (45) days of receipt of an invoice supported by a delivery receipt or dispatch documentation [*insert details of other documentation that will be required*] and a certificate of satisfactory completion issued by [*state name of person(s) or Authority(ies) responsible for certifying the goods*].

Signed: ..... Name.....

Title/Position:.....

For and on behalf of the Purchaser

**[Name of Procuring Entity]**

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFP/RFP No	Contract/PO No	Financial Year

Your quotation is to be returned on this Form by completing and returning Sections B, C and D including any other information/certification required within this RFQ.

**SECTION B: QUOTATION DETAILS**

- 1) Currency of Quotation: Leones
- 2) Delivery period offered: ..... days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: ..... days from the Return by Date.
- 4) Warranty period (where applicable):..... months.
- 5) We enclose the following documents:
  - i. A copy of a valid business licence,
  - ii. A copy of a valid business registration certificate,
  - iii. A copy of a valid NRA Tax Clearance Certificates (for last three Financial Years),
  - iv. NASSIT clearance,
  - v. A list of recent contracts performed,
  - vi. [Insert any other documentation required by the Procuring Entity].
- 6) We confirm that our quotation is subject to the General Conditions of Contract for Local Purchase Orders, and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Vendor: \_\_\_\_\_

Address: .....

.....

*If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B, C and D the quotation may be rejected.*



