

**Republic of Sierra Leone**

**Standard Bidding Documents**

**Request For Quotations**

**User Guide**

**Preface**

Three separate versions of the Request For Quotations (RFQ) Standard Bidding Document are provided for Goods, Works and Services. The format of the three versions is similar and therefore only this single User Guide is issued.

Request For Quotations procedures should normally only be used when the:

- total estimated value of the procurement does not exceed Le25 million;
- requirement is simple to define;
- responsiveness of bids can be assessed on a simple pass/fail basis; and
- award of contract will be made to the bidder offering the lowest priced responsive quotation.

There are three Sections to the RFQ Standard Bidding Document format, all of which require input by the Purchaser before issue. Sections B and C need to be completed by the bidder and returned to ensure that all quotations are directly comparable and simple to evaluate, and especially, that the trading terms of the Government of Sierra Leone will apply rather than those of the Supplier. The new RFQ format is designed to avoid the problems of selecting a supplier when quotations are received on proforma invoices from “briefcase companies”, quoting unacceptable trading or warranty conditions, and frequently omitting some parts of the requirement without explanation.

All Local Purchase Orders issued as a result of a Request for Quotations will be subject to the General Conditions of Contract for Local Purchase Orders to protect both the Purchaser and the Supplier and to ensure that disputes are kept to a minimum.

Each RFQ format contains a page of additional guidance notes to assist in the preparation of the document. This page should be deleted before the RFQ is issued.

# USER GUIDE INDEX

<b>PREFACE.....</b>	<b>1</b>
<b>USER GUIDE INDEX.....</b>	<b>2</b>
<b>GENERAL NOTES .....</b>	<b>3</b>
<b>PAGE HEADINGS:.....</b>	<b>3</b>
<b>INVITATION TO QUOTE.....</b>	<b>4</b>
<b>SECTION A: QUOTATION REQUIREMENTS .....</b>	<b>4</b>
FOR A GOODS RFQ:.....	4
FOR A WORKS RFQ:.....	5
FOR A SERVICES RFQ:.....	5
<b>SECTION B. QUOTATION DETAILS .....</b>	<b>6</b>
<b>SECTION C. SCHEDULE OF REQUIREMENTS/RATES AND PRICES .....</b>	<b>6</b>

## General Notes

- The Request For Quotations should be issued either by hand, by fax or by registered letter to a minimum of three potential registered suppliers to ensure adequate competition. It is recommended that the RFQ is issued to no more than six suppliers to ensure supplier participation.
- It is strongly recommended that a general practice is followed of requiring sealed quotations to be submitted by a specified closing date to ensure transparency in the selection of a supplier.
- It is essential to specify the physical location that the goods are to be delivered to, the site where the works are to be carried out, or the location where the services will be performed. (Do not specify a PO Box number).
- Unless there is strong justification for making payments in foreign currencies, quotations and payments should be in Leones only.
- It is important to specify in the RFQ the documentation required for the supplier or contractor to receive payment. Detail all required documents in the appropriate part of Section A.
- Ensure that technical specifications, activity schedules or terms of reference in Section C contain no brand or trade names, or any features or descriptions within the specification that limit technical compliance to proprietary equipment or to only one supplier or manufacturer.
- For works and services it is essential to accurately define the works or services to be performed and the standards of performance required. Technical specifications, drawings, detailed requirements or other explanatory information should always be attached to the RFQ to ensure that the requirements are fully understood.

## Page Headings:

The first page of the RFQ commences with the header information to be completed:

- Name of Procuring Entity: Insert the full name of the Procuring Entity;
- Address of Procuring Entity: Insert the address of the Procuring Entity;
- Procurement Number: Enter the complete Procurement Number.

Note that on all subsequent pages only the Name of Procuring Entity and the Procurement Number are required in the page heading.

## Invitation to Quote

The invitation to a potential supplier to submit its quotation should be completed with:

- The Name and Address of the supplier or contractor to whom the RFQ is to be sent; Note that this is the only information which should vary in the RFQ for each potential supplier contacted.
- The date of issue of the RFQ.
  
- Name of Procuring Entity : Enter either the name of the Procuring Entity or the specific Project or Unit as appropriate.

## Section A: Quotation Requirements

This Section specifies the Purchaser's general requirements for the RFQ and should be completed as follows:

### For a Goods RFQ:

- Enter the delivery point or delivery address for the goods in paragraphs 1) and 2);
- Enter the period required for delivery and delete two out of the three options for "days/weeks/months" in paragraph 3);
- Validity of Quotations, paragraph 4) – state the required validity period in days (normally 30 days), always ensuring that a sufficient minimum time is allowed for evaluation, approval of contract award and the issue of a Purchase Order;
- Warranty - state the warranty period required (if any) in paragraph 5). The standard warranty under the General Conditions for Local Purchase Orders is 12 months after final acceptance of the Goods or Works.
- Enter the Time and Date that quotations must be submitted by in paragraph 7);
- State the name of the official and the address for return of quotations in paragraph 8);
- Specify details of any other documents which will be required from the Supplier so that payment can be made by the Procuring Entity (examples: packing lists, Airway Bills, inspection certificates);
- State name of person(s) or Authority(ies) responsible for certifying the goods. This should be 2 members of the originating entity and the Head of the Procurement Unit (or his/her nominated deputy) as a minimum. Additional signatories may include the Stores Manager, and the Stock Verifier;
- Ensure that the RFQ is signed and dated by the issuing officer.

### **For a Works RFQ:**

- Provide a brief description and the site location of the required Works in paragraph 1);
- Enter the required period for the commencement of the Works in paragraph 2) and delete one of the “days/weeks” options;
- Enter the period required for completion of the Works, and delete two out of the three options for “days/weeks/months” in paragraph 3);
- Validity of Quotations, paragraph 4) – state the required validity period in days, (normally 30 days), always ensuring that a sufficient minimum time is allowed for evaluation, approval of contract award and the issue of a Purchase Order;
- Enter the Time and Date that quotations must be submitted by in paragraph 6);
- State the name of the official and the address for return of quotations in paragraph 7);
- State the name of the person or authority responsible for certifying the works in paragraph 9);
- Ensure that the RFQ is signed and dated by the issuing officer.

### **For a Services RFQ:**

- Provide a brief description and the site location of the required services in paragraph 1);
- Enter the required period for the commencement of the services in paragraph 2) and delete one of the “days/weeks” options;
- Enter the period required for completion of the services, and delete two of the three options for “days/weeks/months” in paragraph 3);
- Validity of Quotations, paragraph 4) – state the required validity period in days, (normally 30 days), always ensuring that a sufficient minimum time is allowed for evaluation, approval of contract award and the issue of a Purchase Order;
- Enter the Time and Date that quotations must be submitted by in paragraph 6);
- State the name of the official and the address for return of quotations in paragraph 7);
- Specify details of person or authority responsible for issuing a certificate of completion in paragraph 9);
- Ensure that the RFQ is signed and dated by the issuing officer.

## **Section B. Quotation Details**

Section B is the quotation format which the bidder will complete and return together with a priced Section C and all required supporting documents.

Before issue of the RFQ, the following should be completed by the Purchaser:

- Enter the Name of the Procuring Entity and the Procurement Number in the header;
- Insert any additional commercial or financial documentation required to be submitted by the bidder under paragraph 5.

## **Section C. Schedule of Requirements/Rates and Prices (for Goods and Services RFQs)**

This Section is the format for the bidder to quote its prices for the goods or services in a standard format.

Before issue of the RFQ the Purchaser should complete the following:

- Enter the Name of the Procuring Entity and the Procurement Number in the header;
- Insert the Item Number and the description of the goods, works or services required. If necessary, insert additional continuation sheets to cover all items required.
- Enter the quantity and unit of measure of the goods, works or services, e.g. 10 litres, 12 months, etc.

## **Section C. Activity Schedule (for Works RFQs)**

This Section is the format for the bidder to quote its prices for the works in a standard format.

Before issue of the RFQ the Purchaser/Employer should complete the following:

- Enter the Name of the Procuring Entity and the Procurement Number in the header;
- Insert the Item Number and the description of the works activity required. If necessary, insert additional continuation sheets to cover all items required.

## **Section D. Technical Data (for Goods and Services RFQs)**

This Section contains the technical data and is where the bidder is required to confirm their compliance with the requirements.

Before issue of the RFQ the Purchaser/Employer should complete the following

- Enter the Name of the Procuring Entity and the Procurement Number in the header;
- Include detailed generic specifications, drawings, terms of reference and other explanatory information as appropriate to enable the bidder to accurately price his quotation;

## **Section D. Technical Data (for Works RFQs)**

This Section contains the technical data and is where the bidder is required to confirm their compliance with the requirements.

Before issue of the RFQ the Purchaser/Employer should complete the following

- Enter the Name of the Procuring Entity and the Procurement Number in the header;
- Attach detailed specifications, drawings, plans and other explanatory information as appropriate to enable the bidder to accurately price his quotation.