

Republic of Sierra Leone

Request For Quotations

(FOR SERVICES)

Use of Document Draft

This document should be used for procurement of simple non-consultancy services when the Request for Quotations procurement procedure as defined in the Public Procurement Manual is required.

Examples of simple non-consultancy services where a RFQ is appropriate are routine maintenance activities, bureau photocopying or printing, computer servicing and repairs, legal advice or short-term temporary support staff engaged through a company.

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 explanatory note to procurement staff when drafting a RFQ - these should be deleted from the final document prior to issue.

This entire page should be deleted before the RFQ is issued.

Name of Procuring Entity

Address of Procuring Entity

REQUEST FOR QUOTATIONS (FOR SERVICES)

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

To:

.....

.....

Date:.....

The [name of Procuring Entity] invites you to submit your quotation for carrying out the whole of the services as described herein. 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) Description of Services and Location

[Brief Description of the Services required, including the location]

- 2) Services are to commence by:[days/weeks] from date of order.
- 3) Services are to be completed by:[days/weeks/months] from date of order.
- 4) Quotations must be valid for [number of days] from the Return By Date given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: [time] on [date].
- 7) Quotations must be returned to: [name of official and address]
.....
.....
.....
- 8) The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed. You are requested to quote by completing Sections B, C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 9) Payments will be made within forty-five (45) days of receipt of an invoice supported by a certificate of satisfactory completion signed by [state name of person(s) or Authority(ies) responsible for certifying the services].
- 10) 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.

Signed:

Name.....

Title/Position:.....

For and on behalf of the Purchaser

Name of Procuring Entity

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFQ/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 and certification as stated within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation
- 2) Services will commence withindays/weeks from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the Return by Date.
- 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 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 Quotation referenced above.
- 7) We confirm that the prices quoted are fixed and firm 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:

Company: _____

Registered Address:

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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.

Name of Procuring Entity

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

SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services (In accordance with Section D)	Unit of Measure	Quantity	Unit Price Leones	Total Price Leones
TOTAL					

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

