

Republic of Sierra Leone

Standard Bidding Documents

Request for Quotation (RFQ) for Works

[Name of Procuring Entity]

[Title of Proposed Contract]

Procurement Number: _____

Date of Issue: *[day month year]*

Request For Quotations for Works Guidance Notes

Use of Standard Document

This document should be used for procurement of works when the Request for Quotations procurement procedure is permitted in accordance with the Procurement Regulations of Sierra Leone i.e. where the value of the works is less than Leones 25 million.

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.

General Notes

- (a) It is essential to accurately define the works to be performed and the standard of workmanship. Technical Specifications and drawings should be attached to the RFQ at Schedule D to ensure that the requirements are fully understood. Preferably brand or trade names or other specification should not be used which limits compliance to proprietary equipment or a manufacturer. Where brand names are quoted, these should always be followed by the phrase "or equivalent".
- (b) All quotations and payments shall be Leones.
- (c) For Section C, use **either** the Bill of Quantities where the work performed is to be measured and payment made at the quoted unit rates **or** the Activity Schedule for Lump Sum Contracts where the work is to be paid for at the fixed quoted price for the whole works.

This entire page should be deleted once the RFQ is completed

Name of Procuring Entity
Address of Procuring Entity

REQUEST FOR QUOTATIONS (FOR WORKS)

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

To:

..... Date:.....

The [*name of Procuring Entity*] invites you to submit your quotation for carrying out the works as described herein. Any resulting order shall be subject to the Government of Sierra Leone General Conditions of Contract (available on request) except where modified by this RFQ.

SECTION A: QUOTATION REQUIREMENTS

1) Description of Works and Location

{Brief Description of the Works, including location. Insert if necessary Drawings and/or Specifications as Attachment to the RFQ}

- 2) Works are to commence by:[*days/weeks*] from date of order.
- 3) Works 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 clearly marked with the Procurement Number given above and must 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 (for contracts where payment is based on unit prices) or Activity Schedule (for lump sum contracts) *{delete as appropriate}* at Section C and Technical Data at Section D details the works 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 works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 9) Payments will be made in accordance with any resulting order 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 works*].
- 10) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of Contract will be made to the lowest priced quotation by the issue of a written contract.

Signed:Date:

Name..... Title/Position:.....

For and on behalf of the Procuring Entity

Name of Procuring Entity

| Procurement Number | | | | | |
|--------------------|--------------------|-----------------|----------------|-------------|----------------|
| Procuring Entity | Department/Project | Sequence Number | Bid/RFQ/RFP No | Contract 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 is Leones
- 2) Works will commence withindays/weeks from date of Purchase Order.
- 3) Works will 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 of the Government of Sierra Leone 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.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

.....

Registered Address:

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If any additional documentation is attached, a signature and authorisation at Sections B, C and D are 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/RFP/RFP No | Contract No | Financial Year |
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SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

For Contracts where Payment is to be based on Quantities of Work actually performed at the unit rates quoted

| Item No. | Description of Work | Unit of Measure | Estimated Quantity | Unit Price in Leones | Total Price in Leones |
|------------------------------|---------------------|-----------------|--------------------|----------------------|-----------------------|
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| | | | | | |
| Total Estimated Price | | | | | |

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

