

[Name of Procuring Entity]

[Address of Procuring Entity]

SIMPLE REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Reference Number:

To:

.....

.....

Date:.....

The Procuring Entity named above 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 Goods (available on the Yobe State Bureau on Public Procurement (Bureau)'s website and on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1) Description of Supply and Delivery

{Brief Description of the goods required and the point of delivery}

- (i) Quotation prices should be based on the price of the Goods and the cost of delivery to the final destination, based on the relevant INCOTERM (a definition of each INCOTERM can be found as an Appendix to the General Conditions of Contract for Goods; *[State applicable INCOTERM.]*)
 - (ii) the custom duties to be paid on the Goods on entry into Nigeria if not already included;
 - (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Nigeria which will be payable on the Goods if not already included;
 - (v) any rebate or mark-up of the local agent or representative.
- 2) The currency of quotation should be in Nigerian Naira *[State whether quotations in other currencies are allowed. If quotations in foreign currencies are allowed, evaluation would be based on conversion of the foreign currency to Nigerian Naira at the prevailing exchange rate set by the Central Bank of Nigeria].*
 - 3) The delivery period required is*[days/weeks/months]* from date of order.
 - 4) Quotations must be valid for *[number of days]* from the date for receipt 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 given above, and indicate your acceptance of the terms and conditions.
 - 7) Quotations must be delivered in sealed envelopes and deposited in *[state the location of the tender box where the envelopes must be deposited]* no later than: *[time]* on *[date, at least 3 days must be allowed for bidders to submit their quotations]*.
 - 8) Each bidder shall submit only one quotation, which may not be altered or negotiated *[Delete if more than one quotation is allowed]*.
 - 9) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.
 - 10) *[List any other requirements e.g. supporting documentation, the provision of samples]*

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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 item or by total through the issue of a Purchase Order.

Signed: Name.....

Title/Position:.....

For and on behalf of the Purchaser

[Name of Procuring Entity]

Procurement Reference Number:

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

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:
2) Delivery period offered: days/weeks/months from date of Purchase Order.
3) The validity period of this Quotation is: days from the date for receipt of Quotations.
4) Warranty period (where applicable):..... months.
5) We certify that we are eligible to participate in public procurement and are qualified for the proposed contract.
6) We submit the following documentation or other requirements as specified by the Procuring Entity. {State any specified requirement}.
7) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Yobe State General Conditions of Contract for Goods.
8) 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: _____
Address:

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

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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price ₦	Delivered Total Price ₦
Total					

The following attachments are appended to clarify the Description of Goods:
 {List any attachments providing additional specification of the goods required}

Authorised By:

Signature: _____ Name: _____
 Position: _____ Date: _____
(DD/MM/YY)
 Authorised for and on behalf of:
 Company: _____