

SIMPLE REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Reference Number:

To:

.....

.....

Date:.....

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Any resulting order shall be subject to the General Conditions of Contract for Consultancy Services/Non-Consultancy Services [*delete whichever is non-applicable*] (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 Services and Location

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

- 2) Services are to commence by:[days/weeks/months] from the date of order.
- 3) Services are to be completed by:[days/weeks/months] from the date of order.
- 4) Quotations must be valid for [*number of days*] from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Reference Number given above and indicate acceptance of the stated terms and conditions.
- 6) 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*].
- 7) Each bidder shall submit only one quotation, which may not be altered or negotiated.
- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. 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 total 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) 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*].
- 10) [*List any other requirements e.g. supporting documentation*]
- 11) 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 Purchase Order.

Signed:

Name.....

Title/Position:

[Name of Procuring Entity]
[Address of Procuring Entity]

SIMPLE REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Reference Number:

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 and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:
- 2) Services will commence withindays/weeks/months 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 date for receipt of Quotations.
- 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 relevant Yobe State General Conditions of Contract.
- 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: _____

Registered Address:

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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.

