## ANNEX SUP 2: Request for Quotation (RFQ)

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| --- |
| This note is for the Contracting Authority on how to complete this Request for Quotation: *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.* *Where you see <…> please enter information.**Options are marked* (Option:…)  *\*\*\*\**DELETE this Page prior to submitting the Request for Quotation*\*\*\*\****INFORM GLOL OSLO oF procurements EXCEEDing EUR 30,000** |

**REQUEST FOR QUOTATION**

TO:

|  |  |  |  |
| --- | --- | --- | --- |
| <Name and address> |  | **Date of issue:**  | <Date> |
|  | **File no.:** | <RFQ no.> |
|  | **Contract title:** | <Contract title> |
|  | **Closing date:** | <Date and time> |
|  | **For further information, please contact the Contracting Authority:** | <Name of the Contracting Authority>Contact person: <Name>Tel: <Number>Fax: <Number>E-mail: <Email> |
|  |  | **Please note that the Quotations may be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company.**  |

**<Name of Contracting Authority, country> invites you to submit a quotation for the following**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | Unit | Quantity | **Required delivery date** |
| 1 | <Description of Goods> |  | <qty> | <Delivery date> |
| 2 | <Description of Goods> |  | <qty> | <Delivery date> |
| 3 | <Description of Goods> |  | <qty> | <Delivery date> |
|  | <Add extra lines as necessary> |  |  |  |

## Instructions

1. **Acknowledgement**

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

1. **General**

The goods to be purchased are for use by the Contracting Authority in its <name of programme> Programme in <country>, an intervention supported by <donor>. The supplier can submit a quotation for one, several or all lots. **(Note: adjust as necessary and if quotation is required for all lots, please correct the wording)**

1. **Cost of quotation**

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

1. **Eligibility and qualification requirements**

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. “Child Labour and Forced Labour” and article 14 “Mines” of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

1. **Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

1. are subject to conflict of interest:
2. are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.
3. **Documents comprising the Request for Quotation**

The Supplier shall complete and submit the following document with his quotation:

1. The attached Quotation Submission Form
2. Suppliers technical specifications
3. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates and membership certificates of any relevant professional bodies (Shall only be submitted if you have not delivered to the Contracting Authority before)
4. References that we may contact for further background information of your company. (Shall only be submitted if you have not delivered to the Contracting Authority before)
5. (Option: Manufacturer’s Authorization (if the supplier is not the manufacturer)
6. (Option: Tender guarantee in accordance with article A.7.)

**(Note: adjust the list as required)**

1. **(Option: Tender guarantee)**

All quotations must be accompanied by a tender guarantee of minimum <1%> of the total tender amount. The guarantee shall be issued in favour of the Contracting Authority and be valid for 45 days beyond the period of validity of the suppliers offer. The tender guarantee shall be issued in the form of a first demand guarantee, by an internationally recognised bank or other financial institution, and shall be in accordance with the text in the attached guarantee. The tender guarantee may also be issued in the form of a banker’s draft, a certified cheque, a bond provided by an insurance company or an irrevocable letter of credit, as long as it creates under the applicable law the same irrevocable, at-first-demand obligations for the guarantor as expressed in the wording in the attached guarantee. **(Note: please insert the guarantee template GEN 10-2 at the end of this document. Delete this article if not required)**

1. **Price**

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

(Option 1:) Price shall be quoted in <currency>.

(Option 2:) The price shall be quoted in <EUR> or <local currency>.

For evaluation purpose, where quotations are given in <local currency>, it shall be converted into <EUR> at the rate published in <name of local national bank> on the closing date.

**(Note: Describe specific national VAT and/or any sales tax documentation requirement, if any, and delete this note.**

**VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.**

1. **Validity**

Quotations shall remain valid and open for acceptance for <30> days after the closing date.

1. **Closing date**

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

1. **Award of Contract and Criteria**

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively (Option: And provide after sales service.).

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

1. **Signature and entry in to force of the Contract**

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within <5> days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, (Option: With the performance guarantee), to the Contracting Authority. On signing the Contract, (Option: And subject to the provision of a valid performance guarantee), the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to (Option: Seize the tender guarantee), claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority. **(Note: delete options if not required)**

1. **(Option: Performance guarantee)**

The successful Contractor shall, together with the return of the countersigned Contract, furnish the Contracting Authority with a guarantee for the full and proper execution of the Contract. The entry into force of the Contract shall be subject to the provision of the Performance Guarantee by the successful Contractor.

The amount of the guarantee shall be of 10% of the total Contract amount and shall be denominated in the currency in which the Contract is payable.

The performance guarantee shall be held against payment to the Contracting Authority for any loss resulting from the successful Contractor's failure to perform his contractual obligations fully and properly.

The performance guarantee shall be issued in the form of a first demand guarantee, by an internationally recognised bank or other financial institution, and shall be in accordance with the text in the attached guarantee. The performance guarantee may also be issued in the form of a banker’s draft, a certified cheque, a bond provided by an insurance company or an irrevocable letter of credit, as long as it creates under the applicable law the same irrevocable, at-first-demand obligations for the guarantor as expressed in the wording of the attached guarantee.

The guarantee shall continue to remain valid until the Contract has been fully and properly performed including the warranty period. **(Note: recommended for contract above EUR 50,000, please refer to Procurement Manual section 9.3. If not required delete this article)**

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

### Special conditions

1. **Scope of Supply (option: and related services)**

The subject of the contract is the supply, (delivery), (installation), (commissioning), (training), (after-sales service) of the supplies described in the Price and Technical Data Form in Annex 1. **(Note: adjust as required)**

1. **(Option: After sales Service)**

The supplier shall ensure availability of local after sales service and warranty service in <country and

location> and shall provide contact details and a description of the local representative responsible for

providing after sales service. **(Note: delete article if not required)**

**(Option:)** The supplier shall provide with the supplies a maintenance manual, (Option: and an instruction manual) in the <language> language, in <no. of copies> copies. **(Note: delete option if not required)**

1. **(Option: Installation and Commissioning)**

The supplier shall include in his quotation a complete and detailed plan for start-up and commissioning of the

equipment at the project site and shall clearly state what is included in the price and what costs are not

included. Any costs that can be reasonably foreseen as necessary for the installation and commissioning of the equipment that are not specifically included or excluded in the price, will be deemed to be included in the overall price. **(Note: delete article if not required)**

1. **(Option: Training)**

The supplier shall include in his quotation a complete and detailed training programme for the operation and

maintenance of the equipment at the project site and shall clearly state what is included in the price and what

costs are not included. Any costs that can be reasonably foreseen as necessary for the training programme that are not specifically included or excluded in the price, will be deemed to be included in the overall price. **(Note: delete article if not required)**

1. **Payment**

Payment will be made upon receipt of the following documents and within 30 days after receipt of goods:

1. Invoice (one original + two copies)
2. Proof of delivery (Options: Signed - Waybill / Delivery Note / Goods Received Note / Packing list) (one original + two copies)

(Options:)

1. Air Way bill in (one original and three copies) or Bill of Lading in (three originals and three copies)
2. Warranty Certificate (one original)
3. Pre-shipment inspection Certificate (one original)
4. Any other document/certificate required for import/export of supplies
5. Prepayment guarantee

**(Note: adjust the list as required)**

1. **(Option: Insurance)**

It is the responsibility of the supplier to issue a transport insurance covering transport to point of delivery <as per Incoterm>. **(Note: delete if not required)**

**(Note: Please list additional special requirement related to this specific RFQ as required)QUOTATION SUBMISSION FORM**

**Price schedule (Price and currency to be inserted by supplier)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  | **Description** | **Unit** | **Qty** | **Currency** [currency] |
| **Unit Price** **<Incoterm>**  | **Total Price <Incoterm>**  |
| 1 | <Description of Goods> |  |  |  |  |
| 2 | <Description of Goods> |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  | Total price <Incoterm> <place> |  |
|  | Freight to <Destination, country> |  |
|  | (Option: Customs duty) |  |
|  | Value added tax (VAT) |  |
|  | Total price incl. VAT <Incoterm> <destination, country> (Incoterm 2010) |  |

|  |  |
| --- | --- |
|  | **Information to be entered by supplier in the below columns**  |
| Please state name of Manufacturer |  |
|  |  |
| **(Option: After sales service and warranty service)** |  |
| Please state full contact details of the local after sales service. |  |
|  |  |
| **Delivery date** |  |
| <Incoterm> Point of shipment |  |
| Delivery time to <Incoterm> Point of shipment | days |
| Delivery time to final destination  | days |
|  |  |
| **(Option: Packing)** |  |
| Item 1: gross weight / total volume (CBM) |  |
| <insert extra line for each item> | Kg CBM |
| <insert extra line for each item> | Kg CBM |
|  |  |
| **Technical specification** |  |
| Complete technical description is attached (Y/N) |  |
|  |  |
| **References** |  |
| A reference list is attached (shall only be submitted if supplier has not delivered to the Contracting Authority before) |  |
|  |  |
| **CSR information** |  |
| Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies. |  |
| Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which.  |  |
| Does your company have a Code of Conduct? |  |

**(Note: delete options, which are not required)**

**Suppliers are requested to complete the following form**

The following technical specifications are provided in the format of a checklist. They are compulsory as minimum standard and will be the only basis for the Contracting Authority to assess the technical compliance of the equipment presented in the quotations. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers’ names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

**technical data form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item no.:** | **Parameter** | **Characteristics (Contracting Authorities minimum requirement)** | **Comply (Y / N)**  | **Deviations, if any, to be described in this column** |
| **1** | **Description** | <Name/description of product> |  |  |
|  |  |   |  |
| **Specifications** | <Technical requirement> |  |  |
|  |  |  |  |
|  | <Insert extra rows as required> |  |  |
| **(Option: Accessories)** | <Specific requirement> |  |  |
| **(Option: Spare part)** | <Specific requirement> |  |  |
|  |  |  |  |
| **(Option: Certificates)** | (Option: Please specify and enclose any quality accreditation - ISO 9000 2000 or equivalent held by the manufacturer of the offered products) |  |  |
| **2** | **Description** | <Name/description of product> |  |  |
|  |  |   |  |
| **Specifications** | <Technical requirement> |  |  |
|  |  |  |  |
|  | <Insert extra rows as required> |  |  |
| **(Option: Accessories)** | <Specific requirement> |  |  |
| **(Option: Spare part)** | <Specific requirement> |  |  |
|  |  |  |  |
|  |  |  |  |
| **(Option: Certificates)** | (Option: Please specify and enclose any quality accreditation - ISO 9000 2000 or equivalent held by the manufacturer of the offered products) |  |  |
| **3** |  |  |  |  |

**(Note: make a table for each item and insert the relevant requirement. Above is an example of information, the format and requirements shall be adjusted to the specific product. Delete this note)**

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

After having read this Request for Quotation <reference> on behalf of my company/business, I hereby:

* Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
* Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
* Certify and attest that we meet the eligibility criteria stated in the Instructions.
* Certify and attest compliance with the Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Contractor** |  |
| Name of the company |  |
| Address  |  |
| Telephone no.  |  |
| E-mail: |  |
| Name of contact person |  |
| Date:  |  |