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| **Kurdistan Regional Government** **Ministry of Planning**Standard Request for Quotation

|  |
| --- |
| **Shopping of Goods**  |

**Issued Date: …….** |

***[Use Procuring Authority Letterhead]***

**Name of Procuring Authority**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement Reference No**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Quotations for [Subject of Procurement] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To:Dear Sirs**, *[Name and Address of Bidder]*

You are invited to submit your price quotation for the supply of the following:

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First –Preparation of Quotations**: You are requested to quote for these items by completing, signing and returning the following

1. The Statement of Requirement ;
2. The Technical Specification

**Second –Validity of Quotations:** The quotation validity required is \_\_\_\_\_\_\_\_\_\_ days.

**Third – Submission of Quotations:** Quotations should be submitted to the address below by the date and time of the deadline below.

Date of deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_ *(day, month and year)*. Time of deadline: \_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fourth – Eligibility Criteria:** You are required to meet the following criteria to be eligible:

1. Have the legal capacity to enter into a contract;
2. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;

**Fifth – Technical Criteria:** The Specification details the minimum specification of the Goods required. The Goods offered must meet this specification.

**Sixth – Currency:** Quotations should be priced in Iraqi Dinars.

**Seventh – Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.

**Eighth – Delivery:** Prices should be quoted including delivery to the place of destination and any related tax

**Ninth –Warranty**: \_\_\_\_\_\_\_\_\_\_\_ *[insert period]* months from the date of delivery *[or any amendment thereto].*

**Tenth – Terms of Payment:** Payment shall be made within )45( days against submission of your invoice and supporting documents following delivery of the Goods and issuance of the Acceptance Certificate, if applicable.

Any resulting contract awarded shall be by placement of a Purchase Order. Please prepare and submit your quotation or inform the undersigned in writing if you will not be submitting a quotation.

Yours sincerely,

**[Signature, Name and Position of Authorised Official]**

**Enclosures:**

Statement of requirements

Technical Specification

Purchase order

Statement of Requirements

**Procurement Reference**: \_\_\_\_\_\_\_\_\_\_\_\_

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[days/weeks/months]*.

We confirm that the prices quoted in the Table (1) are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_\_\_\_\_ *[days/weeks/months]* from date of Purchase Order.

The warranty period offered is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[months]*.

Table 1: List of Goods, Prices and delivery Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description of Goods** | **Quantity** | **Unit of Measure** | **Country of Origin** | **Unit Price****[Iraqi Dinars (IQD)]** | **Total price****[Iraqi Dinars (IQD)]** | **Delivery Date** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| **Other additional costs such as spare parts or accessories** |  |  |  |
|  | **Subtotal** |  |  |
|  | **Total** |  |  |

Table 2:Technical Specification

| **Item No** | **Technical Specification Required** | **Compliance****(Yes/No)** | **Comments** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Quotation authorised by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | *(dd/mm/yy)* |
| Authorised for and on behalf of: |  |  |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Purchase Order**

Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Procuring Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Procuring Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Supply of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[please insert Supplier’s name and address]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sirs:

Your price quotation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the supply of the above goods is accepted by the Procuring Authority for an amount of\_\_\_\_\_\_\_\_\_as per the attached Technical Specifications and Statement of Requirement.

Please acknowledge receipt within three (3) days from the date of receipt of this Purchase Order.

Sincerely,

Procuring Authority

[Signature, Name and Position of Authorised Official]

**Enclosures:**

Statement of requirements

Technical Specification