



Republic of Sierra Leone

Request for Quotations

(FOR GOODS)

Use of Document draft:

This document should be used for procurement of goods when the Request for Quotations procurement procedure as defined in the Public Procurement Manual is required.

Refer to the Request For Quotations User Guide for guidance on preparing this Standard Bidding Document.

Explanation:

- [] denotes information is to be inserted when drafting the RFQ.
- { } denotes an explanation to procurement staff when preparing the RFQ – these should be deleted from the final document before issue.

This entire page should be deleted before issue of the RFQ.

Name of Procuring Entity

Address of Procuring Entity

REQUEST FOR QUOTATIONS (FOR GOODS)

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

To:

.....

.....

Date:.....

The [*name of Procuring Entity*] 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 Local Purchase Orders (available on request) except where modified by this RFQ.

SECTION A: QUOTATION REQUIREMENTS:

- 1) Place of delivery for the Goods:
- 2) Quotations should be based on:
for domestic companies; Ex Works – insured and delivered to [*place of delivery*]
or for non-domestic companies; CIP to [*point of delivery*].
- 3) The delivery period required isdays/weeks/months from date of order.
- 4) Quotations must be valid for [*number of days*] from the Return By Date 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 above and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than: [*time*] on [*date*]
- 8) Quotations must be returned to: [*name of official and address*]
.....
.....
.....
- 9) The attached Schedule of Requirements at Section C and Technical Data at Section D detail the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B, C and D.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. A Local Purchase Order will be issued to the lowest priced quotation by item or by total.

Payments will be made within forty-five (45) days of receipt of an invoice supported by a delivery receipt or dispatch documentation [*insert details of other documentation that will be required*] and a certificate of satisfactory completion issued by [*state name of person(s) or Authority(ies) responsible for certifying the goods*].

Signed:

Name.....

Title/Position:.....

For and on behalf of the Purchaser

[Name of Procuring Entity]

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFP/RFP No	Contract/PO 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/certification required within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation: Leones
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the Return by Date.
- 4) Warranty period (where applicable):..... months.
- 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 Procuring Entity]*.
- 6) We confirm that our quotation is subject to the General Conditions of Contract for Local Purchase Orders, and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed 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:

Vendor: _____

Address:

.....

If any additional documentation is attached, a signature and authorisation at Sections B, C and D is 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					
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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (In accordance with Section D)	Unit of Measure	Quantity	Delivered Unit Price <i>Leones</i>	Delivered Total Price <i>Leones</i>
Total					

Pay No Bribe

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Vendor: _____

[Name of Procuring Entity]

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFP/RFP No	Contract/PO No	Financial Year

Integrity Pact Form

This Integrity Pact is entered into on the day of in the Year of Our Lord Two Thousand and Between _____ hereinafter referred to as “(Purchaser)”, and _____ hereinafter referred to as “(Supplier)”

Preamble

Whereas “the Parties” are cognizant of the scourge of corruption and its negative effects on the development of a country and are aware also of the immense benefits which doing business in a corruption free environment holds for their individual businesses as well as for the country as a whole

AND Whereas corruption and corrupt practices in the form of procurement violations particularly conflict of interest have been identified as an area for immediate and targeted attention in the relationship between the public service and the private sector

AND Whereas the parties now wish to further commit themselves to actions which will promote a corruption free business environment including full compliance with all relevant laws, rules and regulations which may currently be in force relating to anti-corruption and good business practices in line with the Anti-Corruption Act, 2008 and other government initiatives relating to the private sector in Sierra Leone

The Parties hereby commit themselves and pledge as follows:

1. To maintain a strict and unwavering adherence to good business practices in the execution of all their undertakings.
2. To take all measures necessary to prevent corruption in their mutual and other dealings.
3. To observe and implement recommendations, instructions or directives from the Anti-Corruption Commission made pursuant to the Anti-Corruption Act 2008.
4. To uphold implement and maintain a No bribery policy in the conduct of their transactions.

Reporting violations

5. To promptly inform the Anti-Corruption Commission of any employee, agent, representative or an associate, whether its own or of the other Party, who conduct may constitute corruption, or is likely to engender corruption or corrupt practices.

Conflict of Interest

6. To actively guard against Conflict of Interest including situations when an employee or staff's interest may interfere with the interests of the enterprise/organization to which he/she is employed.
7. To insist that employees or staff shall disclose to the enterprise/organization any situation that reasonably would be expected to give rise to a conflict of interest or the appearance of the same.
8. To ensure that employees or staff obtain approval prior to accepting any position to serve on a board of directors, an advisory board or on a committee of any entity.

[Name of Procuring Entity]

Procurement Number					
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9. That no employee/staff may obtain any personal material benefit or favour because of his or her position with the enterprise/organization.
10. That no employee/staff may have financial interest (indirect ownership, direct ownership or otherwise) in a company whose business/operations relate to his/her post, functions held or otherwise supervised in his/her current employment.
11. To closely monitor and regulate actual or potential conflict of interests, occasioned by the influence of certain social relationships on the objectivity of the employee/staff in making dispassionate judgment on behalf of the enterprise/organization.

THE PARTIES HEREBY demonstrate their pledge and commitment to the above Principles by signing hereunder on the day and year above first written **AND THEY FURTHER DECLARE** that this pledge shall have the same binding effect as any policy instrument that the parties use in the management of their business/entity.

SIGNATURE**DATE:.....**

(PROCURING ENTITY)

In the presence of:-

Name:.....

Address:.....

Designation:.....

SIGNATURE**DATE:.....**

SIGNATURE**DATE:.....**

(BIDDER)

In the presence of:-

Name:.....

Address:.....

Designation:.....

SIGNATURE**DATE:.....**

[Name of Procuring Entity]

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

Declaration of Conflict of Interest Form

Procurement Committee

Technical Evaluation Committee

Procurement Title:

Procurement Number:

Ideclare that, I have an interest / do not have any personal or financial interest with companies whose bids the (Name of Procuring Entity) is about to evaluate.

Declaration: Have you or your partner any financial or other interest in any relevant commercial entities intending to do business with the (Name of Procuring Entity) which may be considered as constituting a real, potential or apparent conflict of interest?

Yes No

If yes, please give details in the box below

Type of interest, e.g. patent, shares, employment, association, payment (Including details on the compound, work, etc.)	Name of Business Entity	Belongs to you, parter or unit?	Current interest

[Name of Procuring Entity]

Procurement Number					
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Is there anything else that could affect your objectivity or independence in participating in this evaluation or the perception by others of your objectivity and independence? Please state.

.....
.....
.....

I hereby declare that disclosed information is correct and that no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform you of any change in these circumstances, including if an issue arises during the course of my term.

Signature

Date

Name

Designation

Pay No Bids