



Republic of Sierra Leone

Request For Quotations

(FOR SERVICES)

Use of Document Draft

This document should be used for procurement of simple non-consultancy services when the Request for Quotations procurement procedure as defined in the Public Procurement Manual is required.

Examples of simple non-consultancy services where a RFQ is appropriate are routine maintenance activities, bureau photocopying or printing, computer servicing and repairs, legal advice or short-term temporary support staff engaged through a company.

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 explanatory note to procurement staff when drafting a RFQ - these should be deleted from the final document prior to issue.

This entire page should be deleted before the RFQ is issued.

Name of Procuring Entity

Address of Procuring Entity

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFQ/RFP No	Contract/PO No	Financial Year
PSC					2012

To:

.....

.....

Date:.....

The [*name of Procuring Entity*] invites you to submit your quotation for carrying out the whole of the services as described herein. 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) Description of Services and Location

{Brief Description of the Service, including location}

- 2) Services are to commence by:[days/weeks] from date of order.
- 3) Services are to be completed by:[days/weeks/months] from date of order.
- 4) Quotations must be valid for [*number of days*] from the Return By Date given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: [*time*] on [*date*].
- 7) Quotations must be returned to: [*name of official and address*]

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

- 8) The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed. You are requested to quote by completing Sections B, C and D. 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 whole 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) Payments will be made within forty-five (45) days of receipt of an invoice supported by a certificate of satisfactory completion signed by [*state name of person(s) or Authority(ies) responsible for certifying the services*].
- 10) 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.

Signed:

Name.....

Title/Position:.....

For and on behalf of the Purchaser

Name of Procuring Entity

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFQ/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 and certification as stated within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation
- 2) Services will commence withindays/weeks 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 Return by Date.
- 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 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 Quotation referenced above.
- 7) 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:

.....

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

SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services (In accordance with Section D)	Unit of Measure	Quantity	Unit Price Leones	Total Price Leones
TOTAL					

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Name of Procuring Entity

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

Integrity Pact

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.
9. That no employee/staff may obtain any personal material benefit or favour because of his or her position with the enterprise/organization.

Name of Procuring Entity

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

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:.....

SIGNATUREDATE:.....

SIGNATURE

.....DATE:.....

(BIDDER)

In the presence of:-

Name:.....

Address:.....

Designation:.....

SIGNATUREDATE:.....