



# Republic of Sierra Leone

## Standard Bidding Documents

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### Request for Quotation (RFQ) for Works

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**[Name of Procuring Entity]**

**[Title of Proposed Contract]**

**Procurement Number:** \_\_\_\_\_

**Date of Issue:** *[day month year]*

## Request For Quotations for Works Guidance Notes

### **Use of Standard Document**

This document should be used for procurement of works when the Request for Quotations procurement procedure is permitted in accordance with the Procurement Regulations of Sierra Leone i.e. where the value of the works is less than Leones 25 million.

### **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.

### **General Notes**

- (a) It is essential to accurately define the works to be performed and the standard of workmanship. Technical Specifications and drawings should be attached to the RFQ at Schedule D to ensure that the requirements are fully understood. Preferably brand or trade names or other specification should not be used which limits compliance to proprietary equipment or a manufacturer. Where brand names are quoted, these should always be followed by the phrase "or equivalent".
- (b) All quotations and payments shall be Leones.
- (c) For Section C, use **either** the Bill of Quantities where the work performed is to be measured and payment made at the quoted unit rates **or** the Activity Schedule for Lump Sum Contracts where the work is to be paid for at the fixed quoted price for the whole works.

**This entire page should be deleted once the RFQ is completed**

Name of Procuring Entity  
Address of Procuring Entity

**REQUEST FOR QUOTATIONS (FOR WORKS)**

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

To: .....

.....

..... Date:.....

The [*name of Procuring Entity*] invites you to submit your quotation for carrying out the works as described herein. Any resulting order shall be subject to the Government of Sierra Leone General Conditions of Contract (available on request) except where modified by this RFQ.

**SECTION A: QUOTATION REQUIREMENTS**

**1) Description of Works and Location**

*{Brief Description of the Works, including location. Insert if necessary Drawings and/or Specifications as Attachment to the RFQ}*

- 2) Works are to commence by: ..... [*days/weeks*] from date of order.
- 3) Works 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 clearly marked with the Procurement Number given above and must 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 (for contracts where payment is based on unit prices) or Activity Schedule (for lump sum contracts) *{delete as appropriate}* at Section C and Technical Data at Section D details the works 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 works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.

9) Payments will be made in accordance with any resulting order 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 works*].

10) 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 written contract.

Signed: ..... Date: .....

Name..... Title/Position:.....

For and on behalf of the Procuring Entity

**Name of Procuring Entity**

Procurement Number					
Procuring Entity	Department/Project	Sequence Number	Bid/RFQ/RFP No	Contract 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 is Leones
- 2) Works will commence within .....days/weeks from date of Purchase Order.
- 3) Works will be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days 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 of the Government of Sierra Leone 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.

**Quotation Authorisation:**

Signed:..... Date: .....

Name: ..... Title/Position: .....

Authorised for and on behalf of (Company name and seal): .....

.....

Registered Address:

.....

.....

.....

**If any additional documentation is attached, a signature and authorisation at Sections B, C and D are 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 RATES AND PRICES (TO BE PRICED BY BIDDER)**

**For Contracts where Payment is to be based on Quantities of Work actually performed at the unit rates quoted**

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Leones	Total Price in Leones
<b>Total Estimated Price</b>					

Pay No Bribe

**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/RFO/RFP No	Contract No	Financial Year

**SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)**

**For Lump Sum Contracts**

Item No.	Description of Activity	Price in Leones
<b>Total Lump Sum Price</b>		

Pay No Bribe

**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/RFO/RFP No	Contract No	Financial Year

**SECTION D: TECHNICAL DATA**

Item No	Technical Data

**PAY NO BRIBE**

*We confirm that we comply with the technical requirements as detailed above.*

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Vendor: \_\_\_\_\_

**Name of Procuring Entity**

Procurement Number					
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**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.
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					
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- 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:.....