|  |
| --- |
| **Request for Quotation****(Goods & Services less than €25,000 in value)** |
| **[insert procurement project name]****Click here to enter text.****Click here to enter text.** |

# SECTION 1: Key information

|  |  |
| --- | --- |
| F:\ICONS GMRFx\Icons_Location.png | * 1. **Context**
1. This Request for Quote (RFQ) is an invitation to suppliers/service providers to submit a quotation for the **[insert procurement project name]** contract opportunity.
 |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Calandar.png | * 1. **Our timeline**
1. Here is our timeline for this RFQ.

|  |  |
| --- | --- |
| Deadline for Quotes: | **Click here to enter a date. by 17:00 hrs** |
| **Anticipated Contract start date:** | **Click here to enter a date.** |

All dates and times stated are local time. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Contact book.png | * 1. **How to contact us**
1. All enquiries must be directed to our school’s nominated Point of Contact. We will manage all external communications through this Point of Contact only.
2. **Our Point of Contact**

 **Name:** Click here to enter text. **Email address:** Click here to enter text. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Pencil.png | * 1. **Developing and submitting your Quote**
1. You must use the Response Form provided further below
2. You may only include product brochures and appendices that are relevant to your response
 |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Home.png | * 1. **Manner for submitting your Quote**
1. Quotes must only be submitted by email/electronically to the following address:

Click here to enter text.Quotes sent by post or fax, or hard copy delivered to our school, **will not be accepted.** |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Key.png | * 1. **Our RFQ Process, Terms and Conditions**
1. **Offer Validity Period**: In submitting a quote the supplier/service provider agrees that their quote will remain open for acceptance by the school for Choose an item. calendar months from the Deadline for Quotes.
2. This RFQ is subject to our standard terms and conditions, a copy of which accompanies this RFQ document.
 |

# SECTION 2: Our Requirements

* 1. **What we require – Describe the Specific Goods or Services Required below**

We are seeking: Click here to enter text.

 We estimate the quantity to be delivered is Click here to enter text.

We require the Choose an item.to be delivered at Click here to enter text.

Payment will be Choose an item..

# SECTION 3: Our Evaluation Approach

* 1. **Evaluation Model (Choose from one of the following options)**

The evaluation model that will be used in this project is **lowest price quoted** will be the preferred option**.** This means that the lowest quote that meets any stated pre-conditions and is capable of full delivery on time will be selected.

**Or** (delete the wording for the approach not being used for this project)

The evaluation model that will be used in this project will be to shortlist only those quotations that meet the pre-conditions and are capable of full delivery on time. These then will be assessed objectively against the stated award criteria (putting higher weightings on more important criteria) to arrive at the highest score, i.e. the preferred option.

**Subject to these pre-conditions (if applicable)**

This section is Choose an item.

Each quotation/proposal must meet all these pre-conditions.

|  |
| --- |
| **Pre-conditions/Minimum Requirements** |
| Click here to enter text. |

**Award Criteria**

|  |
| --- |
| **Evaluation Model (generally only suitable for contract awards of <€5000)** |
| **Criterion** | **% Weighting** |
| **Price** | **100%** |

**Or** (delete whichever evaluation model not being used)

|  |
| --- |
| **Evaluation Model**  |
| **Criterion (examples) ↓** | **% Weighting** |
| **Cost**  |  |
| **Quality** |  |
| **Additional Warranty** |  |
| **Added Value** |  |

# SECTION 4: Pricing Information

* 1. **Pricing information to be provided by suppliers/service providers**

In submitting the price, the supplier/service provider must meet the following:

1. Suppliers/Service Providers are to use the pricing schedule template provided below.
2. The pricing schedule must show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the requirements over the whole of the life of the contract. It must also clearly state the total contract price exclusive of VAT.
3. Where the price, or part of the price, is based on fee rates, all rates must be specified, either hourly or daily or both as required.
4. In preparing their quote, suppliers/service providers are to consider all risks, contingencies and other circumstances relating to the delivery of the requirements and include adequate provision in the quote and pricing information to manage such risks and contingencies.
5. Suppliers/Service Providers are to document in their quote all assumptions and qualifications made about the delivery of the requirements, including in the financial pricing information. Any assumption that the school or a third party will incur cost related to the delivery of the requirements must be stated, and the cost estimated, if possible.
6. Prices should be tendered in Euro (€) Ex-VAT. Unless otherwise agreed, the school will arrange contractual payments in Euro (€).

|  |
| --- |
| **Request for Quotation**Supplier/Service Provider Response |
| **[insert supplier name]** |

**Supplier/Service Provider Details**

|  |  |
| --- | --- |
| Name: | [insert supplier name] |
| VAT Number | Click here to enter text. |
| Postal Address: | Click here to enter text. |
| Contact Person or Persons: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email: | Click here to enter text. |
| Internet address (web address) (if applicable) | Click here to enter text. |

**Confirmations**

I submit the following quote in response to your RFQ. I confirm that **[insert supplier name] i**s able to deliver the requirements as follows:

|  |
| --- |
| * To the required standard
 |[ ]
| * By the delivery date
 |[ ]
| * In the quantity requested
 |[ ]
| * To the/at the location requested
 |[ ]
| * Validity Period
 |[ ]
| * T’s & C’s accepted
 |[ ]

**How We Meet Your Needs**

I believe that my quotation proposal meets or exceeds the award criteria, as follows:

Click here to enter text.

In submitting this quote we have made the following assumptions:

Click here to enter text.

**Pricing**

Our **total price** for delivery of the requirements is **€Click here to enter text.** exclusive of VAT

A breakdown of the price is as follows;

|  |
| --- |
| Click here to enter text. |

**Authorisations & Sign Off**

I have been authorised to submit this quote on behalf of **[insert supplier name]**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Full name:** | Click here to enter text. |
| **Title/Position:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |