

African Development Bank Group



Institutional Procurement and Logistics Division

Fax Number : + (216) 71 254 911

Date :

REQUEST FOR QUOTATION

CGSP.2/NCB/XXXX/2004

To,

M. XYZ

Dear Sir/ Madam,

1. The African Development Bank requests your price quotations for the item(s) specified in this Request for Quotations (RFQ).
2. Your quotation should be received on or before ----- hrs, (GMT) on either by fax (at the fax number given above) or by any other means (through post, courier or by hand- delivery) at the address given below:

Postal Address:

**Institutional Procurement and Logistics Division (CGSP.2)
African Development Bank
BP 323, 1002 Tunis Belvédère - Tunisie**

Address for delivery:

**Institutional Procurement and Logistics Division (CGSP.2)
African Development Bank
Angle des trois rues: Avenue du Ghana , Rue Pierre Coubertin et
Rue Hedi Nouria
Bureau No 0136 1er Etage ATR, Tunis Tunisie**

3. Quotations not being sent by fax should be enclosed in an envelope that should be subsequently sealed and addressed to the Purchaser at the address given above. **The envelope should have the RFQ number and date of opening boldly and conspicuously superscribed.**
 - 3.1. It is the exclusive responsibility of the bidders to ensure that the fax/ sealed envelope containing the quotation is faxed/ reaches the above address before the time and date indicated in paragraph 2 above. If being delivered by hand, the quotations must be delivered at the above address during the working hours of the Bank from 7.30 hrs to 12.30 hrs and from 14.00 hrs to 16.30 hrs, Monday through Friday except for holidays being observed by the African Development Bank. Delivery to any other office of the African Development Bank will be at the risk of the bidder and will not constitute timely delivery. Proposals received after the above mentioned closing time or deadline will be rejected.

4. Quotations should remain valid for a period not less than 60 days after the deadline date specified for submission.
5. Quotations should be sent by completing the price schedule at Annexure I enclosed. You may also reply by sending a quotation on your own company's letter head, but the terms and conditions specified in the RFQ will take precedence over any terms and conditions stated in your quotation.
6. Corrections, if any, should be made by crossing out, initialling, dating and re-writing.
7. Quotations shall give a comprehensive description of the proposed items, clearly indicating name, model, make etc and be accompanied by comprehensive technical information in the language required, such as leaflets, brochures or catalogue pages. If the proposed items do not comply exactly with the technical specifications and descriptions provided in the RFQ, the nearest functional equivalent or closest standard should be offered as an alternative. The supplier shall state in his bid the full name and address of the manufacturer's representative closest to the consignee, who can provide after- sales-service, spare- parts and warranty services.
8. Any deviation from the requested specifications shall be highlighted and explained. When comparative specification tables or other tables are provided by the Purchaser, such tables shall be completed and item reference numbers should be referred to. The country of origin shall be specified for each item offered.
9. The contract shall be governed by the General Conditions of Purchase of goods attached as Annexure II with this RFQ/ sent to you earlier. No terms and conditions put forward at any time by the bidder shall form any part of the contract unless specifically agreed to by the Purchaser.
10. The rates quoted should be fixed for the duration of the contract and should not be subject to adjustment on any account.
11. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - 11.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and to reject all quotations at any time prior to the award of the contract.
12. The normal payment terms of the African Development Bank is 30 days upon satisfactory delivery of goods or services and acceptance thereof by the African Development Bank.
13. Please also see any special Instructions/ Conditions attached. In case of any inconsistency between the General Terms and Conditions of Purchase and the Special Conditions, the special conditions will take precedence.
14. We look forward to receiving your quotation and thank you for your interest in supplying to the African Development Bank.

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Price Schedule

<u>Sr. No.</u>	<u>Description of Items Required</u>	<u>Quantity</u>	<u>Country of Origin</u>	<u>Unit Price</u>	<u>Total Price</u>

Total for all Items

Less: Discount

Net Total of all items

Add: Misc. Charge, if any

Freight, if applicable

Grand Total

Grand Total in words

Delivery required at

Payment Terms

Shipping Mode

Delivery date

Warrant/ Guarantee offered

Date of validity of offer

Currency stated in

Any additional special conditions are given on the next page. In case of any conflict, these supersede any General Conditions for Purchase of Goods.

By signing and returning this price schedule, we agree to supply to the African Development Bank the above mentioned items at the rates quoted. We agree that the contract will be governed by the General Conditions of Purchase of Goods of the African Development Bank and the special conditions for this purchase.

Vendor Comments (if any):

Name & Signature of Person completing this Request

Seal of the company giving the name and address.