**Request for Quotation**

**No: *[XXXX]***

**For**

***[Insert title]***

**Issued *[insert date]***

**Responses due by *[insert date and time]***

1. **INTRODUCTION**

<Insert brief overview of UBN>

<Project overview, if applicable>

This Request for Quotation (RFQ) seeks quotations from appropriately qualified and experienced suppliers/contractors for <briefly describe the goods and quantity> as detailed in Appendix *[XX]* of this document

1. **PROCESS TIMELINE**

Each recipient of this RFQ is requested to advise UBN of its intention to submit a quotation in response to this RFQ (the **Notification of Intention to Bid**) by written notice via email to the UBN Contact listed in section 4 below, no later than *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* (the **Notification of Intention to Bid Deadline**, unless otherwise extended by UBN, at its sole discretion).

A schedule detailing deadlines in the award process is set out below. All responses or submissions required by this RFQ (the **RFQ Response**) must be received by the UBN Contact listed in section 4 below, no later than *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* (the **RFQ Response Deadline**).

|  |  |
| --- | --- |
| 1. **Milestone** | 1. **Deadline** |
| 1. Notification of Intention to Bid via email | 1. *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* |
| 1. Preliminary clarification questions on RFQ and meetings (if necessary) with bidders | 1. *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* |
| 1. RFQ Response Deadline | 1. *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* |
| 1. RFQ response evaluation and selection of bidder | 1. *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* |

1. **CLARIFICATIONS**

Prior to the RFQ Response Deadline, bidders may submit written clarification questions to UBN. All clarification questions must be received by DD/MM/YYYY. After receipt of the RFQ Response, UBN may, at its sole discretion, submit written clarification questions to bidders.

Any response or communication received from bidders will be treated in confidence. However, where UBN considers any question or request for clarification to be of material significance, it may, notwithstanding any other provision in this RFQ and at its sole discretion, communicate both the query and the response in a suitably anonymous form to all bidders who have submitted a Notification of Intention to Bid. If a bidder does not wish a query or response in such form to be disclosed to other bidders, it must communicate this to UBN with the query. UBN will consider the request and may choose to discuss with the bidder whether it is appropriate to disclose the query and/or the response to other bidders.

1. **POINTS OF CONTACT**

**Bidders' Contact:** On receipt of this RFQ, bidders shall appoint, and advise UBN of a point of contact (or points of contact) for specific issues, who shall be responsible for all communication with UBN and to whom UBN may address enquiries with respect to any issues.

**UBN's Contact:** UBN's point of contact for all issues is:

**Name:** *[insert contact name]***Designation:** *[insert contact designation]*

**Department:** *[insert department name]*

**Telephone:** *[insert phone number]*

**Email:** *[insert email address]*

It is important (including for the protection of confidentiality) that all issues are in the first instance channelled through the nominated points of contact.

All correspondence must be provided to UBN's point of contact detailed above. The written consent of UBN's contact must be obtained before any contact is made with other employees, members, or representatives of UBN or of its other advisers regarding the Proposed Project.

1. **COMMERCIAL REQUIREMENTS**

Bidders are requested to provide quotes as per the following guidelines

|  |  |
| --- | --- |
| **Customs clearance , if needed, shall be done by** | *[UBN/ Supplier/ Freight Forwarder]* |
| **Exact Address/es of Delivery Location/s (identify all, if multiple)** | *[Enter address]* |
| **Distribution of shipping documents (if using freight forwarder)** | *[Enter details]* |
| **Latest Expected Delivery Date and Time** | *[<Indicate number> days from issue of Purchase Order]*  OR  *[As per Delivery Schedule attached (if delivery will be staggered]* |
| **Delivery Schedule** | *[Required/ Not required]* |
| **Packing Requirements** | *[Insert details, if applicable]* |
| **Mode of Transport (if applicable>** | *[AIR/ SEA/ LAND/ OTHERS]* |
| **Currency of quotation** | *[Provide currency name]* |
| **After-sales services required** | *[Warranty on Parts and Labor for minimum period of <insert number>]*  *OR*  *[Provision of Service Unit when pulled out for maintenance/ repair]*  *OR*  *[Others (Please specify)]* |
| **All documentations, including catalogs, instructions and operating manuals, shall be in this language** | *[English]* |
| **Documents to be submitted** | * *[Trade/ Commercial Licenses]* * *[Quality certifications (ISO, etc)]* * *[Others (please specify)]* |
| **Period of Validity of Quotes starting the Submission Date** | *[30 days/ 60 days/ 90 days/ 120 days]* |
| **Partial Quotes** | *[Not permitted]*  OR  *[Permitted <please provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)>]* |
| **Payment Terms** | *[100% upon complete delivery of goods]*  OR  *[Others (please specify)]* |
| **Type of Contract to be Signed** | *[Purchase Order]*  OR  *[Long Term Contract]*  OR  *[Other Type of contracts (Please specify)]* |
|  |  |

1. **RESPONSE FORMAT AND DELIVERY DETAILS**

Bidders must respond to this RFQ by submitting Quotations to the UBN contact no later than the RFQ Response Deadline, in order to be eligible for consideration for the award of the Form of Contract Agreement.

Bidders shall provide two (2) hard copies (one of which shall be an original) of the Quotation together with two (2) soft copy on CDs.

The hardcopy response shall be packaged in a plain, securely sealed envelopes, with the words “<Insert RFQ Title>” in the top right-hand corner of the envelope and addressed to the UBN contact specified in section 4. The Bidder should not include their company name on the envelope.

1. **BID EVALUATION**

UBN will evaluate all quotations submitted by the RFQ Response Deadline, unless it chooses to do so otherwise. Late submissions will not be considered. Following receipt of all RFQ Responses, UBN will determine whether to hold follow-up meetings with one or more of the bidders concerned or as it may deem necessary.

The evaluation matrix used in evaluating bidders’ responses is shown below:

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Weight** | **Indicators** |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
|  |  |  |

1. **ELIGIBLE BIDDERS/CONSORTIA**

Quotations may be submitted by domestic and/or foreign bidders from any country eligible for public tenders under the laws of the Federal Republic of Nigeria. Each bidder will be responsible for applying for and obtaining all permits and licenses necessary to deliver goods under the Form of Contract Agreement and shall satisfy itself according to the procedures and timeframes required for such consents and licenses.

Each bidder must describe any potential or actual conflict of interest or appearance of impropriety, relating to its other clients or to employees of UBN that might arise as a result of such bidder being awarded the Form of Contract Agreement. In addition, such bidder(s) shall indicate (in the RFQ Response) procedures to be adopted to detect, notify UBN of and resolve all such conflicts of interest. Further, each bidder must indicate any pending litigation, regulatory action or other contingent liability that could have an adverse material impact on its ability to enter into and/or perform the Form of Contract Agreement.

The bidder and all individual members composing any consortium must be business organisation(s) duly organised, existing, registered and in good standing under their respective laws of domicile. No consortium may include a member that is a member or affiliate of another bidder. Any introduction of, or changes to any consortium members after submission of the RFQ Response must be approved by UBN. Consortia bidders may be required to provide supplementary documentary material to UBN (including copies of the relevant joint venture or consortium agreements and powers of attorney with respect thereto or, in the case of unincorporated consortia, a declaration of joint and several liability), and must nominate one member to serve as the managing member of, and single point of contact for the consortium.

1. **GENERAL**

This RFQ does not constitute an offer and UBN does not give any commitment to accept any RFQ Response or to enter into any contract pursuant to this RFQ or any RFQ Response. Accordingly, no contract shall be implied or inferred by virtue of the issuance of this RFQ and/or by the acceptance of responses in connection with it or by negotiations or discussions with one or more bidders regarding the Proposed Project.

Each bidder will bear its own costs and expenses in connection with this selection process, including all direct and indirect costs and expenses for the preparation of its quotation and its participation in this process, whether successful or not.

No relief or consideration will be given for errors and omissions contained in this RFQ. No action of UBN or any of its affiliates shall amount to an approval of the contents of the relevant quotation or acceptance of its suitability for the Project.

Any sub-contractors required for the Proposed Project will be hired by Contractor, who will be solely responsible for their management. The proposed sub-contractors must be approved by UBN, which reserves the right to require any bidder to exclude or replace any sub-contractors in the bidder's RFQ Response with other sub-contractors satisfactory to UBN.

UBN has taken all reasonable care to ensure that the contents of this RFQ are accurate. However, no representation, warranty or undertaking, express or implied, is made and no responsibility is or will be accepted by UBN as to the accuracy or completeness of the information contained in this RFQ or any other information provided by or on behalf of UBN in connection with the work tendered under this RFQ.

UBN requires that bidders observe the highest standard of ethics during the process of preparing the RFQ Response. UBN will reject an RFQ Response and terminate, with immediate effect, any Form of Contract Agreement if it determines, at its sole discretion that the bidder has in any way, whether directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in connection with the preparation or submission of its RFQ Response.

UBN reserves the right to issue by addendum changes to the RFQ and/or changes to the Form of Contract Agreement, including requiring the bidder to provide the price impact for each requested change in order to permit fair comparison between the RFQ Responses received from other bidders.

**ANNEX 1 – DETAILED SPECIFICATIONS**

*[Insert detailed product specifications]*

**ANNEX 2 – RESPONSE CONTENT**

*[Insert details on RFQ response content]*

**ANNEX 3 – FORM OF LETTER OF CONVEYANCE**

*[Insert template for letter of conveyance]*

**ADDITIONAL APPENDICES**

* Form of Agreement
* Performance bond template
* Bid bond template
* Insurance requirements
* HSE requirements