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**Procurement Policy Office**

**(Established under section 4 of the Public Procurement Act 2006)**

Ref: **G/IQ36/11-21**

**STANDARD FORM**

***for***

**Informal Quotation (Goods)**

**Procurement Policy Office**

**Ministry of Finance, Economic Planning and Development**

**Port Louis**

**October 2021**

*[insert name of Public Body or use letter head paper]*

*[This template may be used for Informal Quotation for procurement of goods under Direct Procurement for contract amount of up to Rs 500 000, where appropriate, subject to the line item be limited to Rs 100,000. The Public Body may include attachments with further details to define specifications and/or scope of related services. Guidance in italics for preparing the Informal Quotation Form shall not appear in the final text.]*

**INFORMAL QUOTATION (GOODS)**

ProcurementRef. No. …………….

**To** *[insert name and address of bidder in bold]***…………….**

**……………………………………………………………………………………………………………….**

The *[name of Public Body in bold]* **………………………………………..**hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent on fax number ……………. or addressed to *[insert name of contact person and address of Public Body]* …………………………………………………in a sealed envelope marked Quotation Reference No ……………. Your quotation should reach the Public Body on or before the ………………… day of……………. 20..., by …… *[insert time]* at latest.

**Date: ……………………..**  **Signature** ………………………….. **Title of Officer**: ………………………………

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Quantity**\* | **Unit of Measure** | **Rate**  **Rs** | **Amount**  **without VAT - Rs** | **VAT**  **Rs** | **Make**  **&**  **Model** | **Country of**  **Origin** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |

***Remarks: (\*) Quantities may be increased or decreased by 10% at time of placement of order.***

1. Public Body’s requested delivery: within *[insert no.]* days as from the date of placement of order.
2. Bidder’s proposed delivery: within ……… days from date of placement of order.
3. Validity of offer: *[………]* days as from closing date set for submission of quotations.

Remarks *[if any, from Bidder]*: ………………………………………………………………………………………….. .………………………………………………………………………………………………………………

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

**Date………………………. Bidder’s signature and seal …………………………..**

**(Please see overleaf)**

**General Terms and Conditions Applicable**

*[The Public Body may amend or supplement the General Terms and Conditions mentioned hereunder to suit better its procurement requirements.]*

1. **Purchaser**

The Public Body inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

1. **Supplier**

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

1. **Rights of the Public Body**

The Purchaser shall have the right to (a) ask for clarifications at time of evaluating quotations, (b) split the contract on an item basis or (c) reject all quotations. A Purchaser shall not be bound to accept the lowest or any quotation.

1. **Prices**

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

1. **Warranty**
   1. The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser’s Invitation for Informal Quotation.
   2. The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
   3. The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.
2. **Payment**

The Purchaser undertakes to effect payment within 21 working days from receipt of invoice after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any non-compliance in the execution of the contract. In case the Supplier is an SME, payment will be effected within 14 working days.