



FEDERAL REPUBLIC OF NIGERIA

# **Procurement Reform Project**

Sample Document

for the

**National Shopping**

## SECTION I—INSTRUCTIONS TO SUPPLIERS

### **A. Introduction**

#### **General.**

1.1 “Day” means calendar day.

### **B. Request for Quotations**

#### **Contents of the Request for Quotations.**

2.1 This “National Shopping” document describes the shopping procedure, the goods and the terms and conditions of this contract. It contains the following :

- (a) Request for Quotation ;
- (b) Description and Quantity of the Goods ;
- (c) Sample Letter of Quotation ;
- (d) Sample Form of Contract ;
- (e) Table of Comparison of Quotations.

2.2 The Supplier shall examine the instructions, sample documents and specifications provided in the Request for Quotations.

### **C. Preparation of Quotations**

#### **Language.**

3.1 The Quotation and all related correspondence shall be in English.

#### **Quotation Documents.**

4.1 The Quotation shall contain the following documents :

- (a) Written Quotation Letter, signed and dated ;
- (b) Price Schedule and quantities, dated and signed ;
- (c) Draft Form of Contract completed, dated and signed.

#### **Quotation.**

5.1 The supplier shall detail in the Quotation Letter the place of delivery and the nature of the price :taxes and duties listed separately. The supplier completes the price schedule and quantities furnished with the Request for Quotations, indicating the characteristics of the supplies in the required space, the unit, the total price for each item and the proposed delivery time to carry out the contract.

5.2 The supplier completes and signs the draft Form of Contract.

#### **Currency of the Quotation.**

6.1 The prices are quoted in Naira.

#### **Validity of the Quotations.**

7.1 The quotations shall be valid for the period stipulated in the Request for Quotations.

#### **D. Submission of Quotations**

##### **Sealing and marking of Quotations.**

8.1 The suppliers shall place the original and one copy of their quotation in a sealed outer envelope containing two sealed envelopes, one marked “original” and one marked “copy”, as follows :

- (a) addressed to the Purchaser as indicated in the Request for Quotations ; and
- (b) bearing the Project name (if applicable), the title and number of the Quotation as indicated in the Request for Quotations.

##### **Deadline for the Submission of Quotations.**

9.1 Quotations must be received by the Purchaser at the address specified in paragraph 8.1 at the latest at the time and date specified in the Request for Quotations.

9.2 Any quotation received by the Purchaser after the deadline for the submission specified in paragraph 9.1 shall be returned unopened to the supplier.

#### **E. Opening and Evaluation of Quotations**

##### **Opening of Quotations by the Purchaser.**

10.1 The purchaser shall open all quotations received before the deadline indicated in the Request for Quotations at the same time on the date specified in the Request for Quotations.

10.2 The Purchaser shall prepare Minutes of the opening of the quotations.

##### **Evaluation and Comparison of Quotations.**

11.1 The Purchaser shall evaluate and compare the Quotations as follows :

- Examine if the quotation conforms to technical specifications and the delivery time ;
- Verify any arithmetical errors. For example, if the quotation in figures is different from the quotation in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected ;
- Tabulate the Quotations thus arrived at.

#### **F. AWARD OF CONTRACT**

##### **Award of Contract.**

12.1 The Purchaser shall award the contract to the supplier whose quotation has been determined to be substantially responsive to the requirements of the Request for Quotations and the lowest *responsible evaluated* price, i.e. based on the quality of the items quoted for in accordance with the specifications.

##### **Notification of Award.**

13.1 Notification of the award shall constitute the formation of the contract. This Notification shall be sent by registered mail, inviting the supplier to deliver the goods in accordance with the conditions of the Request for Quotations.

##### **Signing of the Contract.**

14.1 Within fifteen (15) days following the notification of the award, the Purchaser shall sign and date the Form of Contract and send it back to the Supplier.

**Fraud and Corruption.**

15.1 The personnel of the Purchaser and the Suppliers shall adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows :

- (i) **“corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution ;
- (ii) **“fraudulent practice”** means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract ;
- (iii) **“collusive practices”** means a scheme or arrangement between two or more suppliers with or without the knowledge of the Borrower, designed to establish prices at artificial, noncompetitive levels ;
- (iv) **“coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a Contract.

15.2 The Purchaser shall reject a proposal for award if it determines that the Supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

**SECTION II—REQUEST FOR QUOTATIONS**

[Letter Head of the Procuring Entity]

Subject : Request for Quotations for (*name the goods*)

Ref. : (Project Name, if applicable, or other Reference)

To: Name and Address of Short Listed Supplier.

The [*name of the Procuring Entity*] is seeking bids for the supply of [*name the goods to be procured*].

For this purpose, you will find enclosed a schedule for the goods to be supplied. You are requested to complete this schedule providing us your best offer and return this to us no later than .....at hours, in a sealed envelope at the address indicated above, indicating on the envelope « ”National Shopping for [*name supplies*]». The outer envelope shall contain two sealed envelopes with the requested quotations, one marked “original” and one marked “copy”. The opening date of Quotations will be: .....200... at .....hours at the following address: .....

The price of your quotation shall clearly indicate the total price, and the time and place of delivery of the goods. The goods shall be supplied and installed at the place of delivery [*name time, for example, within two weeks*] from the date of contract signing. Your quotation shall remain valid for 60 days and the supplies shall be accompanied by most favorable warranties available. Your quotation shall include the signed Form of Contract, which will become the contract in case your quotation is retained.

Clarifications can be asked before ....hours .....200.. at

[*Name Procuring Entity*]

Tel :

Address

Attn :

Yours truly,

**SECTION III—SAMPLE FORMS**

**1. Quotation Letter**

*(to be filled by Supplier)*

Date : .....

Request for Quotations N<sup>o</sup>: (fill in name of requested supplies)

To : *(fill in name of Procuring Entity)*

Attn : *(name of responsible officer)*

Address :

P.O. Box

Abuja :

Having examined the documents regarding the Request for Quotations, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the *(name the goods)* in conformity with the said Request for Quotations for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of the Quotation.

We undertake, if our Quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Quotation for the period specified in the Request for Quotations as of the date of the opening of the Quotations and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

[in the capacity of]

Duly authorized to sign this Quotation for and on behalf of \_\_\_\_

To: (Name of Procuring Entity)  
 Attn: (Name of responsible officer)  
 Address:....

Quotation No of .....200

Date of

Price quotation \_\_/\_\_/\_\_

**2 – Sample Price Schedule**

(text of description below is given as an example and should be replaced by specifics of the requested goods)  
 (Description and Quantities to be completed by the Purchaser, Unit Price to be completed by the Supplier, desired delivery period and site to be completed by the Purchaser)

| No. | Detailed description of the items  | Quantities               | Unit Price<br>(In figures/letters) | Total Price | Delivery<br>period | site |
|-----|--|--------------------------|------------------------------------|-------------|--------------------|------|
| 1.  | Conference table, dark- Brown, oval, rectangle or round with Conference chairs       | 1 conf table<br>8 chairs |                                    |             |                    |      |
| 2.  | Executive desk, Dark- Brown 2.4 m desk with mobile pedestal and computer workstation | 1                        |                                    |             |                    |      |
| 3.  | Executive chair, dark brown  | 1                        |                                    |             |                    |      |
| 4.  | Executive desk, Dark- Brown 2.0 m desk with mobile pedestal and computer workstation | 5                        |                                    |             |                    |      |
| 5.  | Executive chair-dark brown   | 5                        |                                    |             |                    |      |
| 6.  | Discussion (round) table 1.3m  | 1                        |                                    |             |                    |      |
| 7.  | Table chairs Dark brown  | 6                        |                                    |             |                    |      |
| 8.  | Coffee table   | 2                        |                                    |             |                    |      |
| 9.  | Cup board metal steel, Two door beige power coated light yellow or brown             | 6                        |                                    |             |                    |      |
| 10. | Filing cabinet Steel beige power coated-light  | 6                        |                                    |             |                    |      |
| 11. | Visitors chair black, leader with arm rest for reception and two per office          | 16                       |                                    |             |                    |      |
| 12. | Credenza for meeting room Must match conference table                                | 1                        |                                    |             |                    |      |

(The Purchaser prepares the list of goods to be acquired, completes the first three columns and the supplier completes the remaining columns. The purchaser shall describe each item with precision, without reference to specific makes. Indicate also the list of spare parts and accessories. The supplier is free to complete the form by hand or to reproduce the form on computer, as long as the format is maintained. )

To: (Name of Procuring Entity)  
Attn: (Name of responsible officer)  
Address:....

Quotation No .... of .....200..

Date of Price quotation \_\_/\_\_/\_\_

**3 – Schedule of Requirements**  
**Detailed Technical Specifications of the Goods**  
(to be completed solely by the Purchaser)

| No  | Detailed Description | Quantity | Delivery |      |
|-----|----------------------|----------|----------|------|
|     |                      |          | Period   | Site |
| 1.  |                      |          |          |      |
| 2.  |                      |          |          |      |
| 3.  |                      |          |          |      |
| 4.  |                      |          |          |      |
| 5.  |                      |          |          |      |
| 6.  |                      |          |          |      |
| 7.  |                      |          |          |      |
| 8.  |                      |          |          |      |
| 9.  |                      |          |          |      |
| 10. |                      |          |          |      |
| 11. |                      |          |          |      |
| 12. |                      |          |          |      |

Signature of Bidder \_\_\_\_\_

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

**4 Contract Form**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 200.. between (name of Procuring Entity (hereinafter called “the Purchaser”) and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) :

WHEREAS the Purchaser invited quotations for the supply of certain goods [and ancillary services], (*name the goods, and ancillary services, if applicable*), and has accepted a quotation by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESS AS FOLLOWS :

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) The Request for Quotations sent to the Supplier ;
- (b) the Price Schedule submitted by the Supplier [*and the delivery period*] ; and
- (c) Schedule of Requirements (technical specifications).

2. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity with the provisions of the Contract.

3. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract : [*methods of payment: by bank transfer within 45 days on satisfactory installation and provision of warranties*].

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by ..... the ..... (*for the Purchaser*)

Signed, sealed, delivered by ..... the ..... (*for the Supplier*)

**5 Comparison of Quotations**

| No | Name of Supplier | Responsiveness of Quotation | Delivery schedule |           | Total Price (with and without taxes) Supplier | Ranking |
|----|------------------|-----------------------------|-------------------|-----------|---|---------|
|    |                  | Yes/no                      | period            | Purchaser |   |         |
| 1. |                  |                             |                   |           |   |         |
| 2. |                  |                             |                   |           |   |         |

3.

4.

5.