**Letter Head of the Procuring Entity**

Date: [insert current date]

**INVITATION TO QUOTE**

**RFQ #: yr/mm/date**

**[Each procurement activity should be assigned a reference number]**

To: [Insert name & address of invited supplier]

Subject: [Insert name of procurement]

Request for Quotation (RFQ) #: yr/mm/date

(name of procurement: example - Supply, Installation and Servicing of Photocopiers)

Dear Madam/Sir,

1. The Government of Jamaica acting through the Ministry of Health has received a grant

from the Global Fund (GF) towards the reduction of the transmission of HIV and other sexually transmitted infections (STIs) and intends to apply a portion of this grant to eligible payments under this contract for which this invitation for quotation is issued.

1. You are invited to submit your price quotation in a pro-forma invoice format for [insert name of procurement] in accordance with the requirements laid down in **Attachment 1** as follows:

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Quantity** |
|  | Insert items |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[The table above should summarize the information contained in Attachment 1]

1. Price quotations will be evaluated and a Purchase Order issued to the lowest responsive bidder.
2. Your quotation should be accompanied by:
   * A copy of a valid Tax Compliance Certificate (TCC).
   * A copy of a valid National Contracts Commission Registration Certificate.
   * Where applicable, adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for each item quoted, including names and addresses of firms providing service facilities in the territory of Jamaica.
   * The supplier should note any deviations and exceptions to the Technical Specifications.
3. The deadline for receipt of your quotation is [insert date and time]**.**
4. [Select one of the following two sentences]

Quotations are acceptable electronically [insert email address]**.**

**or**

Quotations are acceptable only in hard copy in a sealed envelope marked and addressed to:

[Name of Procuring Entity]

Attn: [Name of procurement officer]

Ref: RFQ #: YYY-XXX-X-X

Name of procurement:

1. Your quotation should be submitted as per the following instructions:
2. Prices: Prices shall be quoted in Jamaican dollars indicating all applicable taxes.
3. Evaluation of Quotations: Quotations determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices.

Arithmetical errors will be corrected as follows:

* Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
* If a Supplier refuses to accept the correction, the quotation will be rejected.

1. Award of Purchase Order: The award will be made to the bidder offering the lowest responsive quote and that meets the required standards of technical and financial capabilities.
2. Payment: The method and conditions of payment to be made to the Supplier under the Purchase Order shall be one hundred (100%) percent of the Purchase Order Price of Goods received.

The Supplier will be paid in Jamaican Dollars.

1. Delivery Schedule: (insert timeframe) days from the issuing date of the Purchase Order.

Goods should be delivered as indicated below:

* (Name of Procuring Entity)

Department:

1. Origin*:* There are no restrictions as to the origin of goods offered under this RFQ.
2. Documentation: Subsequent to the delivery, the Supplier is required to submit the following documentation:
   * Invoice
   * Any other pertinent document
3. Validity of the Offer: Your quotation should be valid for a period of 45 days from the date of submission of quotations as indicated in Paragraph 6 of this Invitation to Quote.
4. Further information can be obtained from:

Name of Procurement Officer

Tel:

Fax:

Email:

1. **Please Confirm by email/fax the receipt of this invitation and whether or not you will submit a price quotation.**
2. **The Procuring Entity reserves the right to cancel the tender process or reject any or all quotations at its discretion.**

Sincerely,

……………………………………..

Authorized Officer

Procuring Entity