**Letter Head of the Procuring Entity**

 Date: [insert current date]

**INVITATION TO QUOTE**

**RFQ #: yr/mm/dd**

 **[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/dd

(name of procurement: example – Meeting Room for Workshop or Conference room and meals, etc )

Dear Madam/Sir,

 **RFQ:** [Insert name of procurement]

1. [insert name of procuring entity] acting through the National HIV/STI Programme, Ministry of Health has received a grant (#532-HE-2010-AA) from the United States Agency for International Development (USAID) 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.

 2. [insert name of procuring entity] invites you to submit your price quotation in a Pro-forma invoice format in accordance with the requirements specified in **Attachment 1.**

3 Your quotation should be addressed and submitted to:

 [insert name of Procurement Officer]

Email: [ insert]

4. Your Quotation should be submitted as per the specifications and Terms and Conditions of Supply in Attachments 1.

5 Kindly submit your quotation by [**insert date and time]**

Candidates who fail to submit on or before the date stipulated will be disqualified. The selection of a supplier for this activity will be based solely on considerations of cost, quality and delivery time.

6. Quotations by hardcopy / email are acceptable.

7. Your quotation must include a copy of your company’s Tax Registration Number (TRN) and in

accordance with the attached Terms and Conditions of Supply. **Please complete and sign the attachment and return to the purchaser with your quotation**.

8. (i) PRICES: Prices should be quoted in Jamaican Dollars.

(ii) VALIDITY OF THE OFFER: Your quotation should be valid for a period of [insert # of days] from the date of receipt for quotation as indicated in Paragraph 5 of this Invitation to Quote.

(iv) DELIVERY PERIOD: The service being purchased must be delivered as per contract agreement.

9. Additional information can be obtained from:

[insert name of procurement officer]

[address]

Email: [insert]

10. Please confirm by email the receipt of this invitation and whether or not you will submit the price

 quotation.

11. The Procuring Entity reserves the right to cancel the tender process or reject any or all

 quotations at its discretion.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature

**Attachment #1**

**Terms & Conditions of Supply**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Description** | **Quantity** | **Specifications** | **Dates** | **Unit Price****[to be completed by the supplier]** | **Total****[to be completed by the supplier]**  |
| 1 | **Accommodation** |  2 | Single Occupancy | March 9-13 ( 4 Nights) |  |  |
|  |  14 | Single Occupancy | March 10- 13 ( 3 nights) |  |  |
| 2 | **Conference Room** | 1 | Large Room to accommodate 90 Persons &4 break out groups  | March 11-13 ( 3 days) |  |  |
|  | **Setup**: Banquet Style |  |  |
| 3 | **Equipment** | 1 | * Multimedia Projector
* Large Display Screen
* Round Table for Laptop
* Mike & Podium
* Flip Chart (1)
* Wireless Internet Connection for all attendees
 | March 11 - 13(3 days) |  |  |
| **4** | **Coffee Break** | 3 | Coffee Break 1 per day to be served at 11 a.m. | March 11 – March 13 ( 3 days) |  |  |

***NB: In case of discrepancy between unit price and total derived from unit price, unit price shall prevail.***

**1. Fixed Price:** The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.

**2. Payment:** As per contract agreement or Supplier’s payment option.

1. **The Supplier:** Confirms compliance with the specifications stated in paragraph 1 above.

 In the case of deviations the supplier must list all such deviations.

1. **Failure to Perform:** The Purchaser may cancel the Purchase Order if the Supplier fails to

deliver the goods in accordance with the above terms and conditions without incurring any

 liability to the Supplier.

Name of the supplier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_