**Sample Format for National and/or International Shopping**

**INVITATION TO QUOTE**

Date:

To: \_\_\_\_\_\_\_\_\_\_\_\_

Gentlemen/Ladies:

Regarding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. You are invited to submit your price quotation (s) in a proforma invoice format for the supply of the following items:

(i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Information on technical specifications and required quantities is contained in Attachment 1.

3. The Government of \_\_\_\_\_\_\_\_ has (applied for/received) a financing from the Islamic Development Bank and intends to apply the proceeds of this financing to eligible payments under the contracts for which this invitation for quotation is issued.

4. You may quote for any item in this invitation. Each item shall be evaluated and contract awarded separately.

5. Your quotation(s) in the required format should be addressed to

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

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

Telephone: Fax:

6. The proforma invoice, in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing services facilities in \_\_\_\_\_\_\_\_\_\_\_\_.

7. The deadline for receipt of your quotation is \_\_\_\_\_\_\_\_\_\_\_.

8. Quotations by Telex or Fax are acceptable.

9. Other Conditions of Supply are as follows:

(i) **PRICES** quoted in different currencies will be evaluated after converting them into \_\_\_\_\_\_ (local currency) at the exchange rate prevailing at the Central Bank of \_\_\_\_\_\_\_\_ on the date of evaluation.

(ii) **PAYMENT** for your invoice will be made as following:

* Advance: An advance of [mentioned percentage] percent of the total contract price may be granted to the supplier. This advance will be 100% guaranteed by a bank guarantee (valid until delivery) issued by a recognized bank.
* On delivery: ……. [Mentioned percentage] percent of the contract will be paid on delivery.
* On receipt of supplies: …..[mentioned percentage]) percent of the Contract Price shall be paid to the Supplier within thirty (30) days of the date on which is issued on receipt of certificate issued by the Purchaser or his representative.

 This payment schedule is firm and any other proposal is acceptable. Any other proposal led to the elimination of the offer concerned. [If you allow the proposal of another calendar, then specify accordingly and simply remove the previous statement].

(iii) **DELIVERY** prices should be quoted for delivery CIF \_\_\_\_\_\_\_\_\_ port for imported goods and ex - factory for domestically supplied goods (EXW) or CIP \_\_\_\_\_\_\_\_\_\_ according to INCOTERMS, 2010.

(iv) **DELIVERY SCHEDULE** \_\_\_\_\_\_\_\_\_ months/not exceeding \_\_\_\_\_\_\_\_\_ months.

(v) **WARRANTY** Goods offered should be covered by Manufacturer’s warranty for at least 12 months from the date of delivery to purchaser. Please specify period and terms in detail.

(vi) **ORIGIN** Goods offered should have their origin from the eligible countries and you will be required to furnish a certificate of origin for each item for which you quote.

(vii) **VALIDITY** your quotation should be valid for a period of 90 days from the date of your quotation.

10. Further information can be obtained from:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Please confirm by fax or telex the receipt of this invitation and whether or not you will submit the price quotations.

Sincerely,

**Attachment 1**

**TECHNICAL REQUIREMENTS**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TECHNICAL DETAILS**

**1. General Description.**

**2. Technical Specifications**

**3. Accessories and Attachments**

**4. Tools or Other Required Items**

**5. Maintenance Requirements**

**6. Spare Parts Required**

**7. Manuals**

**8. Required Performance**

**9. Warranty Specifications.**

**BILL OF QUANTITY AND DELIVERY SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **Description** | **Quantity**  | **DELIVERY SCHEDULE** **week/month** |
|  |  |  |  |
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