**COMPLETE THE HIGHLIGHTED FIELDS AND THEN REMOVE THE HIGHLIGHTING AND ANY BRACKETS, AND DELETE THESE INSTRUCTIONS.**

**REQUEST FOR QUOTATION**

To: Suppliers of **[Write name of product]**

From: **[Name of your organization]**

Date: **[Write date here]**

Subject: **Request for Quotation - RFQ #: [Number of your RFQ]**

Dear Offerors:

**[Name of your organization]** is implementing the **[Name of the program you are implementing].**

Within this context, [Name of your organization] is procuring **[what you are procuring].** **[Name of your organization]** invites all eligible suppliers to provide your best offer for this solicitation by the due date stated in part II. ***(Please include all cost related, terms of warranty, Post services in your price quotation)***

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics and AFD’s Statement of Integrity, Eligibility and Environmental and Social Responsibility.

1. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).
2. Type of Contract

The anticipated type of award resulting from this RFQ is a Fixed Price Purchase Order. The chosen vendor will agree to comply with all terms.

1. Submission of Quotations

All quotations are due on **[due dates]** by no later than [**insert time & time zone**]. Quotations should be sent by email, in PDF format, to **[email address]** with the subject line “**Request for Quotation – [RFQ #: [Quotation number].** To be considered, offerors must sign and submit Annex A & B along with their quotations to [Name of your organization].

Hard copies in a sealed envelope can be delivered to [Name of your organization] at the following address:

**[Address of your office here]**

Quotations submitted after the deadline will be considered “Late” and will be disqualified from further evaluation process.

1. Questions

Technical inquiries and/or requests for clarification to this RFQ must be made in writing via e-mail to: **[email address]** no later than **[enter time including time zone], [date here]**. All questions received may be forwarded by **[Name of your organization]** to all participating bidders.

1. Evaluation of Quotations

**[Name of your organization]** will evaluate each quotation on the merit of price and technical specification (**Best Value Determination**) and evaluation scoring will be considered.

**[THE SCORING SHEET IS JUST A SAMPLE- THE SCORES CAN BE ADJUSTED BASED ON YOUR NEEDS].**

Points Criteria -100 points maximum:

|  |  |
| --- | --- |
|  | Scoring Criteria |
| 20 | Insert scoring criteria |
| 30 | Insert scoring criteria |
| 20 | Insert scoring criteria |
| 10 | Insert scoring criteria |
| 20 | Insert scoring criteria |

1. Specifications of **[Insert name of item to be procured]**

**[Name of your organization]** would like to purchase **[Insert name of item to be procured]** similar or equivalent to what is described below:

**[SPECIFICATION SHALL BE BASED ON RELEVENT CHARACTERISTICS AND/OR PERFORMANCE REQUIREMENTS. REFERENCES TO BRAND NAMES, CATALOG NUMBERS, OR SIMILAR CLASSIFICAITONS SHOULD BE AVOIDED.]**

* List Specification
* List Specification
* List Specification
* List Specification
* List Specification

1. Price for **[Insert name of item to be procured]**

Price must be quoted in **[insert currency**] with taxes/duty shown separately. **[Name of your organization]**  reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

1. Price for shipping

Please provide prices and additional expenses for shipping (If any). **[Name of your organization]** reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof.   If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so.  Any tax savings should be reflected in the total cost.

1. Past performance:

Please list two recent references that your company provided similar **[goods/equipment or services]:**

* + Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Warranty & Replacement:

Explain in detail the terms and conditions of the warranty provided by the company, and to what extent they apply.

1. Post-Performance:

Explain any post-performance your company may offer such as: **[List your post performance requirements here]**

1. Reserve the Right

**[Name of your organization]** reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates **[Name of your organization]**  to award a purchase order, nor does it commit **[Name of your organization]**  to pay any costs incurred by the Offeror in preparing and submitting the quotation. **[Name of your organization]**  reserves the right to enter negotiations about price and terms as required.

Annex B

Code of Ethics

Scope of Applicability

The following ethics standards apply to all persons and entities which receive, are responsible for the deposit or transfer of, or take or influence decisions regarding the use of Grant Funds received from CI (jointly referred to as ‘Grant Fund Recipients’). Grant Funds Recipients include employees, agents, sub-contractors and sub-recipients of the aforementioned persons and entities.

Ethics Standards

Grant Funds Recipients are expected to observe the highest standards of professional and personal ethics in the implementation of projects funded by the CI.

Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com.](http://www.ci.ethicspoint.com.)

Grantee shall communicate and advertise the below ethics standards and the availability of the Ethics Hotline for Project related complaints to all Grant Fund Recipients.

Grant Funds Recipients are required to implement, monitor and enforce compliance with a Code of Ethics that substantially reflects the following ethics standards:

Integrity:

Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.

Comply with Funding Terms and Conditions, internal policies of the Grantee as well as all applicable laws, rules and regulations, domestic and international, in every country where the Grantee does business and where Project related activities are carried out.

Reflect actual expenses or work performed in expense reports, time sheets, and other records.

Never engage in any of the following acts: falsification of business documents, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

Perform duties, exercise authority and use Grant Funds and assets procured with Grant Funds for Project purposes and never for personal benefit.

Avoid conflicts of interest and not allow independent judgment to be compromised.

Not accept gifts or favors from Project vendors/suppliers, sub-recipients or sub- contractors in excess of token gifts.

Accountability:

Disclose to CI, at the earliest opportunity, any information they have or become aware of, that may result in a real or perceived conflict of interest or impropriety.

Exercise responsible stewardship over Grant Funds and assets procured with Grant Funds; spend Funds wisely, in furtherance of the Project.

Manage programs, activities, staff and operations in a professionally sound manner, with knowledge and wisdom, and with the goal of a successful Project outcome.

Confidentiality:

Not disclose confidential or sensitive information obtained during the course of the Project

Mutual Respect and Collaboration:

Assist CI, Project partners and beneficiaries in building the necessary capacity to carry out the Project efficiently and effectively and to manage Funds in a fiscally and operationally prudent manner.

Statement of Integrity, Eligibility and Environmental and Social Responsibility

1. We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

2.2 Having been:

1. convicted, within the past five years by a court decision, which has the force of *res judicata i*n the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
2. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
3. convicted, within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

1. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5 In the case of procurement of goods, works or plants:

1. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
2. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
3. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
4. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
5. In the context of the procurement process and performance of the corresponding contract:

6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State‑owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority’s country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti‑competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

1. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name:

In the capacity of:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex B**

Company Profile

Name of the Company

Address

City/State/Zip Code

Telephone Number Email Address

Printed Name/Title

Authorized Signature