**Request For Quotation**

Criteria: Price Only

***Insert Quotation Title***

***Insert School/Directorate***

***Insert Contract Period, if applicable***

nAME OF tENDERER: **TENDERER NAME**

CLOSING DATE: **4.00pm on** **Click here to enter a date**

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Schedule A - [Specification/Scope of Services] Delete as appropriate

Schedule B - Pricing Schedule (and Tenderer Declaration)

1. **Introduction**

Insert School/Unit invites you to tender for the above contract. The University’s detailed requirements are set out in Schedule A.

Completed tenders should be returned via email to *Insert your email address* **by 4.00pm on *Click here to enter a date.***

Late tenders will not be accepted.

1. **Sustainable Procurement**

Queen's has drawn together various strands of responsible procurement into an overarching [Supply Chain Code of Conduct](https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/FileStore-Visitors/Procurement/Filetoupload,1028558,en.pdf) which is applicable to all Economic Operators.

The purpose of the Code is to create awareness in our supply base of social, ethical, economic and environmental issues and it clearly sets out the University’s position in relation to them. This Code will help tenderers understand the behaviours and standards that are expected of them and their supply chains when working on University contracts. The Code was endorsed by the Registrar and Chief Operating Officer alongside the University Operating Board in February 2021.

Those engaged on University work, whether as suppliers or sub-contractors, are expected to comply with the Code as well as the standards of their own professional bodies and to adopt requirements similar to those contained in this Code in their own organisation and their supply chain.

Queen's has a significant role to play in managing its business responsibly. It is fundamental that its supply chains are free from corruption, where human rights are respected and protected and that impact on the environment is limited.

Suppliers to the University are encouraged to [register](https://supplierengagementhe.net-positive.org/accounts/login/) with and utilise [NETpositive](https://www.netpositivesupplier.co.uk/suppliers-to-he-using-the-tool-v2/), a **free tool** that will help them create a simple sustainability action plan for their business. If suppliers have any questions about the Code or the NETpositive tool please contact [procurement@qub.ac.uk](mailto:procurement@qub.ac.uk).

1. **Format of Tender Proposal**

Tenderers wishing to be considered for this requirement must complete in full and submit the Pricing Schedule (Schedule B) including the signed Tenderer Declaration.

1. **Instructions to Tenderers**
   1. The University reserves the right to disqualify any Tenderer, where they have not submitted requested information and no explanation as to its omission has been provided.
   2. This contract shall be awarded in accordance with the University’s [Standard Conditions of Contract](https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/FileStore-Visitors/Procurement/Filetoupload,1151749,en.pdf). Tenders must not contain, or bear printed thereon, terms and conditions or general restrictions which conflict with these contract conditions.
   3. Any questions or queries relating to this tender document should be submitted via email to the contact person detailed below.  The University may communicate both the query and the response, in an anonymous form, to all tenderers, where it is considered to be materially significant.
   4. All information provided by the University, either within this tender process, or during any resultant contract, shall be treated as confidential and should not be disclosed to any third party without the University's prior permission.
   5. The period during which the tenderer is bound to keep open the tender shall be *Choose an item.* Days.
   6. The prices quoted by the tenderer should be unambiguous and quoted in £’s (pounds) sterling on a ‘best bid’ basis and should **exclude** VAT.
   7. The University is not committed to accept the lowest or any tender and the University will not accept qualified tenders.
   8. Acceptance/non acceptance of the tender will be advised as soon as possible.
   9. The University reserves the right at its absolute discretion to abandon, terminate or vary the tender process at any time prior to contract execution. The University shall not be responsible for the payment of expenses incurred by any tenderer.
   10. All queries regarding the tender process should be directed to:

*Insert Your Name Insert Your Tel No*

*Insert Your Title Insert Your Email*

1. **Award Criteria**

4.1 The criteria for award of the contract shall be on the basis of the lowest price tender

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Award Weighting** |
| Price Submission | 100% |
| **Total** | **100%** |

The Tenderer shall enter its price submission (exclusive of VAT) in Schedule B - Pricing Schedule*.* The Tenderer who submits the lowest priced compliant bid will be declared the Preferred Bidder. It is the University’s intention to award this contractto the Preferred Bidder.

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**Schedule A**

**Specification/Scope of Services (delete one)**

*Insert Specification/Scope of Services.*

**Schedule B**

**Pricing Schedule**

Tenderers are required to complete the Pricing Schedule outlined below. Failure to complete the Pricing Schedule fully and in accordance with all requirements therein may result in the tenderer’s submission being rejected.

*[For Goods – table can be expanded if necessary] Delete table if price relates to services (below)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Item**  ***[To be completed by QUB]*** | **Description of Item being offered including Make and Model.** | **Price (excluding VAT)** | **Delivery Period** | **Details of any Warranty added benefit available** |
| *[Outline goods to be priced]* |  | £ |  |  |
| *[Optional Items]* |  | £ |  |  |
| **Total Cost**  **(excluding VAT)** |  | £ |  |  |

*[For Services – table can be expanded if necessary] Delete table if price relates to goods (above)*

|  |  |
| --- | --- |
| **Description *[To be completed by QUB]*** | **Price (excluding VAT)** |
| *[Outline each element of service to be priced]* | £ |
| *[Travel and other Expenses]* | £ |
| **Total Cost of providing the service (excluding VAT)** | £ |

**Tenderer Declaration**

(To be completed by The Tenderer)

1. I/we the undersigned hereby tender for this contract in accordance with the Terms and Conditions of Contract and specification at the prices quoted in the pricing schedule.
2. **I**/we hereby certify that the information provided is accurate to the best of my/our knowledge and understand that false information could result in the termination of any future contract.
3. I/we understand my/our obligations and that, where provision for failure to meet such obligations has not been made by the University, such failure could result in the termination of any future contract.
4. I/we agree that the tender together with written acceptance thereof shall constitute a binding contract between us and the customer.
5. I/We certify this is a bona fide tender intended to be competitive.
6. I/We confirm that we have reviewed the Supply Chain Code of Conduct and will comply with the values and principles of the Code and if successful will adopt requirements similar to those contained in the Code within my/our organisation and supply chain.
7. I/we hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.
8. I/we understand that the Customer does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
9. I/We acknowledge that the customer is subject to the requirements of the Freedom of Information Act (2000) (FOIA).

*Please delete the following statements as appropriate.*

1. I/We consider the information supplied in this tender competition can be disclosed; ***or***
2. I/We consider the following information supplied in this tender competition cannot be disclosed because of its sensitivity for the following reasons:

|  |
| --- |
|  |
|  |

1. *Please delete the following statements as appropriate.*
2. I/we confirm that there is not a conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract; ***or***
3. I/we wish to advise that there is a possible conflict, or perceived conflict of interest, in relation to personnel and their involvement in this contract for the following reasons. (Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.)

|  |
| --- |
|  |
|  |

|  |  |
| --- | --- |
| **Name of Tenderer:** |  |
| **Address:** |  |
| **Completed by:** |  |
| **Title/Position** |  |
| **Email:** |  |
| **Tel No:** |  |
| **Date:** |  |