

**Contractor Logo**

**Contractor Name**

**Request for Quotation (RFQ)**  
**Owner / Project Name / City - Country**

**Ref:**

**Date:**

Dear Sir,

In connection with the above project, you are kindly requested to provide us your Most Competitive Offer for the Manufacture and supply of the required works as per attached information.

This Enquiry is for (Project Name) project in City, Country. This project is being implemented by Contractor, under the supervision of Company) The COMPANY (Owner/Consultant Name) requires the availability of the following permanent logistics and infrastructural facilities: (Change the following to what is required by the contract)

- Plant for XXX;
- Logistics Base for Drilling and Production Operations;
- Office District that will include Administrative Office Building, Training Centre and Clinic for employees and for operational personnel;
- Residential Village for 20 Contractors (Owner and Partners).

The above facilities will be grouped in an area that will take the name of Project Location Name. Scope of present document is to describe the first step of the whole project which consists in the Logistic Base construction phase and the Early Civil Works, as further detailed below, to be performed in the area south/north/east/west and contiguous to the Project Name, where the Office District and Residential Village (OD&RV) will be installed. Present scope of work shall include also the off-site access road to the Logistics Base.

### **Instructions and response guidelines**

This RFQ response is to be in line with the project Specifications for Site Builds.  
The Attached Template is not to be modified, and to be filled in as per the RFQ requirements.

### **General conditions**

You are invited to submit a response to this RFQ to address Contractor's requirements for the supply of requested products. In addition you are invited to submit alternative sourcing models if you so wish for the supply of these products, and bidder shall:

- Illustrate the alternative.
- Indicate the impact of the alternative on the schedule, quality and cost.

This RFQ is not an offer to enter into an agreement with any party, but rather a request to receive proposals from vendors interested in providing the products and/or services outlined.

Contractor is not bound to accept the lowest bid, or any bid, offered under this RFQ. Acceptance of a bid will not contractually bind Contractor to any agreement but instead means that Contractor is prepared to negotiate terms and conditions, including detailed services and prices, with the selected vendors.

Contractor shall not be responsible for any costs incurred by bidders in responding to this RFQ and shall not be under any obligation to any recipient whatsoever with regard to the subject matter of this RFQ.

Contractor assumes that all aspects of the responses provided will form the basis for the resultant contract(s) stemming from this RFQ and that the responses thus need to be legally binding statements of capability.

The contents of this RFQ represent (**Project Name**) requirements and instructions at the date of this document. Any changes to these requirements and any amendment to this RFQ will be notified and confirmed in writing by **Contractor** to all recipients of this RFQ before the closing date. Any representations or instructions issued by **Contractor** prior to the date of this RFQ, whether made orally or in writing (directly or indirectly) are expressly excluded.

Bidder shall prepare and submit its Tender on bidder's letter headed paper signed by bidder's duly authorized representative.

It is your responsibility to ensure that all calculations forming part of your response are correct at the point of submission. Contractor is not bound to accept amendments to your response after the closing date/submission date except in circumstances of clear mathematical error.

**Contractor** will treat as confidential all information submitted as part of this RFQ. The RFQ responses submitted will become the physical property of **Contractor** and the contents shall become the intellectual property of **Contractor**.

Also, all information attached to this RFQ should be treated as confidential information by your side

Your offer should remain valid for a minimum of 3 months from the proposal close date/submission date and should not be withdrawn if the 3 months expire during negotiations.

By submitting an offer responses to the RFQ the bidders agree to all the conditions laid out in this RFQ unless specifically noted by the bidder.

**Contractor** reserves the right to request bidder to provide such clarifications/information as **Contractor** may deem necessary to evaluate the Tender. Any such clarifications/information requests shall be provided in writing and/or confirmed during any Clarification Meetings. The clarifications/information provided in writing and/or in Minutes of any Clarification Meeting, signed by both Parties, shall form an integral part of the Tender Documents.

Any contract awarded will be based on the terms and conditions of the **Contractor** Framework Agreement, alongside concerned Standard Pricing Agreement.

## **Changes and clarifications**

No oral change or interpretation of the provisions contained in this RFQ will be valid or binding on **Contractor**. Written addenda will be issued, by **Contractor**, when changes, clarifications, or amendments to the RFQ are deemed necessary.

**Contractor** shall give written notice of any addenda issued to all known recipients of the RFQ. However, **Contractor** shall not be responsible for any Vendor's failure to receive any addenda. It is the Vendor's sole responsibility to ascertain, prior to submittal, that any addenda issued to this RFQ have been received.

## **Exceptions/Deviations**

If bidder finds any discrepancy or ambiguity, or conflict in or between any of the Tender Documents, bidder shall so inform **Contractor** forthwith by sending queries in writing.

- Any exception/deviation to the Tender Documents (Commercial or Technical) shall be clearly and individually identified in the Tender submission under a separate section headed "Exceptions/Deviations".
- Any exception/deviation to the General Conditions, Special Conditions and other Commercial Documents shall be clearly stated and identify the articles affected together with the requested alteration to the wording of the article and any other wording or document affected by the proposed alteration. The bidder shall list such exceptions/deviations and their reasons for such exceptions/deviations. Bidder shall also indicate the effect of each exception/deviation on the bid prices should **Contractor** reject any or all of the exceptions/deviations proposed. **Contractor** shall only consider exceptions/deviations listed in the Tender. **Contractor** shall not consider any exception/deviation stated elsewhere or offered at a later date.
- Any exceptions/deviations to the scope of work, technical documents, procedures, QA requirements or other Technical Documents, shall be separately stated in a separate section headed "Technical Exceptions/Deviations" clearly identifying the areas qualified and suggesting amendments to the relevant parts affected by each such exception/deviation.
- **Contractor** shall have the right to consider any proposed exceptions/deviations or reject all of part thereof. In case of rejection, bidder shall withdraw in writing the proposed and unaccepted exception/deviation.

## **RFQ instructions**

You should carefully read all sections of this RFQ.

- **Intent to bid**

Please provide an email reply by Close of business in 5 business days stating whether or not you intend to respond to this RFQ,

### **1.1. RFQ timeline summary**

| Item                                                                | Date/Time |
|---------------------------------------------------------------------|-----------|
| RFQ issued                                                          |           |
| Intent to bid                                                       |           |
| Requested submission date (Completed Technical and Financial Offer) |           |

## **Requirements**

- Submission of tender shall be provided in (2) envelopes/ emails:
- **Technical offer:** shall be revised by our engineering dpt and includes:
  - I. Description (without prices) of the methods of performance of the WORK by Tenderer
  - II. Copy of all the documentation detailed within the “Priced Section” of the Letter of Invitation to Tenderers however with no indication whatsoever of the actual Rates & Prices or any discounts offered. Evidence shall only be given of the items quoted and any that have not been quoted c/w an explanation as to why
- **Commercial offer:** shall be revised by the procurement dpt. for finalizing the Bids Evaluation and includes:
  - I. list price, differentiating Ex-works,
  - II. Delivery to site Prices to be provided separately in the attached Spread Sheet
  - III. All prices to be submitted in USD
  - IV. All Withholding Taxes to be included in the service cost
  - V. Available stock and delivery time
  - VI. Terms of payment

To be sent to (Contractor) after showing willingness by email for records

- Specification and BOQ as per attached
  - (document name)
  - (document name )
  - (document name)
- Please provide us with your HSE – QA/QC Standards

We look forward to receiving your quotation

Sincerely yours,  
Procurement Department