# Request for Quotes Lite (RFQ - L)

## Instructions for the Buyer

An RFQ Lite is usually used when you know what you want to purchase and your main focus is what it will cost to meet the requirements.

 Price is usually the most important factor. Use an RFQ Lite (RFQ-L) for very low value contracts. This template is used in an email rather than through GETS.

A few terms to know. The ‘Buyer’ is the government agency using this RFQ to procure goods or services.
The ‘Supplier’ is the recipient, who becomes a ‘Respondent’ once they make a formal submission.

Everything in **RED** is information for the Buyer (that’s you).  Delete these **RED** parts prior to publishing the RFQ.

Anything shaded in **YELLOW** is customisable. When you have completed these **YELLOW** areas please
un-shade them.

**Have you:**

1. **Checked this is the right template for the procurement.** [ ]

##### Reviewed the CUSTOMISABLE sections in this document (the areas shaded YELLOW). [ ]

1. **Deleted all instructions (RED).** **[ ]**

##### Unshaded the customised areas (YELLOW). [ ]

Use Buyer (agency) letterhead

RFQ released: [DD MM YY]

Deadline for Quotes: [TIME DD MM YY]
[Name of buyer]

[Website] [Street address]

**Request for Quote:** [insert name of procurement] [procurement reference number, if applicable]

**Our requirements**

1. This Request for Quote (RFQ Lite) is an invitation to submit a Quote for the delivery of [describe the specific goods or services required]. We are seeking quotes that offer the best value.
2. We estimate the quantity to be delivered is [provide details about quantity, if relevant].
3. The [goods/services] must be delivered to [insert location for delivery] by [insert delivery date].
4. Payment will be [on successful delivery of milestones / at the end of the contract / monthly on invoice].

**Submitting your Quote**

a. Submit your Quote by email/electronically to the following address: [insert agency email address,
e-procurement address or GETS inbox address].

b. Clearly mark your Quote: ‘Quote for [name goods or service] for the attention of
[insert name and job title]’

c. Submit your Quote before the Deadline for Quotes.

d. Your Quote must remain open for [insert number] calendar months from the Deadline for Quotes.

e. You can use the Response Form Quote (RFQ Response) [insert hyperlink: <https://www.procurement.govt.nz/procurement/templates/> ] to submit your Quote. This is a Microsoft Word document that you can download.

**Pricing information**

1. Your Quote should clearly state the total price, for full delivery, in NZ$ and exclusive of GST.
2. Show how you will manage risks and contingencies related to the delivery of the Requirements.
3. Document any assumptions that you have made about delivery of our requirements. State any assumption that [Buyer name/(you)] or a third party will incur any costs, and estimate that cost if possible.
4. Your Quote must show a breakdown of all costs, fees, expenses and charges. Only include this if you require these details.
5. [Stipulate any additional information you require].

**Terms and Conditions**

The following government standard terms and conditions apply to the RFQ and the RFQ process:

1. you must bear all of your own costs in preparing and submitting your quote
2. you represent and warrant that all information provided to us is complete and accurate
3. we may rely upon all statements made in your quote
4. we may amend, suspend, cancel and/or re-issue the RFQ at any time
5. we may change the RFQ, but will give suppliers a reasonable time to respond to the change
6. we are not bound to accept the lowest priced conforming quote, or any quote
7. if none of the quotes are acceptable to us we may enter into negotiations with one or more suppliers for a satisfactory offer
8. we both agree to take reasonable steps to protect the other’s confidential information
9. our obligation to protect your confidential information is subject to the Official Information Act 1982 and other legal, parliamentary and constitutional conventions
10. there is no binding legal relationship between us, and your quote is only accepted if we both sign a contract or if we issue a purchase order to you
11. our Request for Quotes (RFQ) comprises this document, and any subsequent information we provide to suppliers
12. the laws of New Zealand shall govern the RFQ and RFQ process
13. in submitting your quote you are deemed to have read, understood and agree to be bound by these terms and conditions, and the additional terms and conditions below, if applicable.