# Request for Quote (RFQ)

# Response Form

## Instructions for the Buyer

An RFQ 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 this Response Form with the RFQ procurement template.

Everything highlighted in **RED** in this document is information for the Buyer (that’s you). Delete these **RED** sectionsprior to publishing the RFQ. You (the Buyer) can customise anything shaded in **YELLOW.** When you have completed these areas please un-shade them.

Everything highlighted in **PURPLE** or **BLUE** is information for the Respondent.

**Have you: Tick**

1. **Checked that the content in this Response Form is correct.**

* Do notalter the section headings and sequence. Consistency makes it easier for   
  suppliers to respond to opportunities.
* Checked, however, that the content is aligned to your agency’s procurement practice.

##### Deleted all Buyer instructions and tips (RED) and unshaded YELLOW bits.

1. **Checked the document is simple and easy to understand.**



**BUYER TIP:**

Research shows suppliers find both the instructions and checklist really useful. It improves the quality of responses and makes it easier to complete these forms. Adapt the instructions and checklist below to your needs.

**Instructions for Respondents**

1. Check that you have all the relevant documents, including:

* The Request for Quote (RFQ) which outlines the procurement.
* The Response Form (this one) to fill out your response.
* The RFQ Process, Terms and Conditions. **Read these carefully.**

1. Before filling out this form, read the Request for Quotes (RFQ) carefully, particularly Section 2

(Our Requirements) and Section 3 (Our Evaluation Approach). This helps you quickly decide if you are the right fit for the requirements.

1. Please follow the layout of this Response Form.

* Don’t change the section headings and sequence as this needs to be consistent across   
  all Respondents.
* You can insert images and graphs.
* Do not insert links to long documents if possible. They may not be viewed.
* You can insert links to videos up to 50 MB in size.

##### Everything highlighted in PURPLE in this document is information for the Respondent (you). Delete these PURPLE parts before sending the Response Form. Respondents can customise everything shaded in BLUE. When you have completed these areas please un-shade them.

The purple boxes are Supplier Tips. Delete these after reading.

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. Remember to make a note of the Deadline for Questions. The Q & A section is really helpful for all respondents so feel free to ask us anything if it is unclear.

**SUPPLIER TIPS: How to improve your RFQ response**

Head over to <https://www.procurement.govt.nz/suppliers-2/> for some great resources to help you through the procurement process, including:

- Building up a collection of documents that you can use for all RFQs.

- Tips about responding to RFQs – what to include in your response and how to present it.

- An expanded check-list to work through.



## Checklist for Respondents

| **Have you:** |  |
| --- | --- |
| 1. Filled out all sections of the Response Form. |  |
| 1. Removed all the **PURPLE** ‘Supplier Tip’ boxes from this Form. |  |
| 1. Delete the **PURPLE** instructions from this Form. |  |
| 1. Un-shaded the **BLUE** highlighting where you fill out your answer. |  |
| 1. File size: Your email attachment should be no greater than 50MB. |  |
| 1. Arranged for the declaration to be signed. If this is a joint or consortium Quote make sure all the consortium members sign separate declarations. |  |
| 1. Prepared your Quote 2. For your privacy, all financial information relating to price, expenses and costs **must be** in a separate [‘sealed envelope’/soft copy file]. 3. We prefer that you submit your response through GETS. |  |
| 1. Arranged for the Quote to be [submitted electronically OR delivered] before the  Deadline for Quotes. |  |

[insert your (Respondent’s) name or logo]

# Request for Quote

# Response Form

# In response to the Request for Quotes

By: [insert name of government agency] For: [insert name of procurement]

Ref: [procurement reference number]

Date of this Quote: [insert date of this document]

**1. About the Respondent**

**SUPPLIER TIPS:**

• This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the RFQ process.

• If an item is not applicable e.g. you do not have a registered office, complete the box by stating   
‘not applicable’.

• If you are submitting a joint or consortium Quote complete an ‘Our profile’ table for each Respondent. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Quote.



### Our profile

##### Choose one of these statements to complete, and delete the others.

This is a Quote by [insert the name of your organisation] (the Respondent) to supply the Requirements.

##### OR

This is a [joint/consortium] Quote, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.

**Item Detail**

|  |  |
| --- | --- |
| **Trading name:** | [insert the name that you do business under] |
| **Full legal name (if different):** | [if applicable] |
| **Physical address:** | [put the address of your head office] |
| **Postal address:** | [e.g. P.O Box address] |
| **Registered office:** | [if you have a registered office insert the address here] |
| **Business website:** | [url address] |
| **Type of entity (legal status):** | [sole trader / partnership / limited liability company / other please specify] |
| **NZBN number:** | [if your organisation has a NZBN registration number insert it here] |
| **Country of residence:** | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| **GST registration number:** | [NZ GST number / if overseas please state] |

* 1. **Our Point of Contact**

**Item Detail**

|  |  |
| --- | --- |
| **Contact person:** | [name of the person responsible for communicating with the Buyer] |
| **Position:** | [job title or position] |
| **Phone number:** | [landline] |
| **Mobile number:** | [mobile] |
| **Email address:** | [work email] |

## 2: Response to the Requirements



**SUPPLIER TIPS**

* Carefully read RFQ Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). Then provide your response by demonstrating your organisation’s ability to meet our criteria.
* Please mark any information that is ‘commercially sensitive’ or ‘Confidential Information’ to your business so that the Buyer knows. You cannot make the whole document confidential unless this is truly the case. Refer to the RFQ Process, Terms and Conditions for more information.
* Keep it simple. If an answer is in another document e.g. a marketing brochure, just cut and paste the relevant part into this Form. Do not show the whole document unless necessary - the Buyer may not read it all.
* Any video or separate document should be uploaded and the link inserted into this form.
* You may include extra information in your Quote but only if it adds value and is relevant.

### Pre-conditions



**BUYER TIPS**

* The pre-conditions in the table below are examples only. Customise this table according to your RFQ.
* Delete this section if not applicable.



**SUPPLIER TIPS**

* You must be able to answer ‘yes’ to each of these pre-conditions. Make sure you are able to verify this.
* ‘Yes’ means that you can currently meet the pre-condition.
* If you cannot answer ‘yes’ to all, your Quote will not meet the basic Requirements and will be declined.

|  |  |  |
| --- | --- | --- |
| **#** | **Pre-conditions** | **Meets** |
| 1. | [Example: All drivers of a vehicle being operated in a small passenger service must hold a passenger (P) endorsement on their driver licence and have a current ID card.] | [Yes/No] |
| 2. | [Example: Laptop must have a minimum of 8GB data storage.] | [Yes/No] |
| 3. | [Example: Supplier must hold current New Zealand Law Society practicing certificate.] | [Yes/No] |
| 4. | [Example: Supplier must have current professional indemnity insurance up to NZ$5M.] | [Yes/No] |
| 5. | [Example: Supplier must hold current ISO 9001 Certification.] | [Yes/No] |

* 1. **Overview of your solution**

Please provide an overview of your solution. Describe the technical aspects of the product and/or elements of the service offering.



**SUPPLIER TIPS**

* This should summarise your entire response in a paragraph or two. Keep it simple.
* Your competitors may all have similar skills, tools and methods. Know what sets you apart, and clearly communicate it in your response.

### The Evaluation Criteria: Part A - Technical Response



**SUPPLIER TIPS**

* These are questions relating to the Requirements (Section 2 of the RFQ) and the Evaluation Criteria (Section 3 of the RFQ). Your Quote will be scored against your answers to these questions. Aim to give answers that are relevant, concise and comprehensive.
* Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
* If you have made any assumption about the Requirements or delivery, clearly state the assumption.
* There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.



**BUYER TIPS**

* You’ll evaluate Quotes based on the answers to these questions.
* Choose questions that are specifically relevant to your RFQ. If you ask the right questions it makes it easier to evaluate Quotes and select the most suitable ones.
* Ask 3-5 questions for each of the evaluation criteria. Your questions should align with the Requirements and Evaluation Criteria in Sections 2 and 3 of the RFQ.
* Make sure that the weightings are also aligned with the RFQ. Note, economic benefits to New Zealand must be weighted ≥10%.
* There are some examples of questions in Tables 1-5 below, but you should edit to suit.

| **1. Track record** | **Weighting XX%** |
| --- | --- |
| 1. Describe what experience your organisation has in delivering goods/services required under this contract | |
| [insert answer here] | |
| 1. Describe any specific experience which is relevant to this opportunity i.e. local conditions and environmental factors. | |
| [insert answer here] | |
| 1. Provide 3 examples of previous/current contracts you hold, demonstrating your ability to service the Requirements of this contract. Include:  * the contract / name of client (including contact details for reference purposes), location of contract, and dates you provided the services * a brief description of the scope of services performed (including the key service areas, and any ancillary services you provided) * a brief description of how you managed the delivery of the services to the client * a brief commentary of the quality and timeliness of the services, including where possible examples of times you were asked to provide services outside of scope (i.e. additional minor works) * commentary on how you manage(d) health and safety.   Note: We may conduct reference checks. Please inform us if you would like to be contacted prior to us contacting the reference. | |
| [insert answer here] | |

| **2. Capability of the Respondent to deliver** | **Weighting XX%** |
| --- | --- |
| 1. Describe what plant or equipment your organisation will use to deliver the goods/services required under this contract, and how you ensure it is fit for purpose. | |
| [insert answer here] | |
| 1. List the key people who will deliver the goods/services, and their qualifications and experience (including any Biographies). Describe how many staff will be allocated to the contract (include any sub- contractors), and also describe how this may change and be managed throughout the delivery of the Requirements (such as with seasonal changes, for example). | |
| [insert answer here] | |
| 1. Describe how you ensure staff (and sub-contractors) develop and maintain a high skill set in the delivery of the goods/services required under the contract (describe whether you provide training etc). | |
| [insert answer here] | |
| 1. Describe your sub-contractor network (i.e. those services available to you with respect to the goods/ services being delivered). | |
| [insert answer here] | |

| **3. Capacity of the Respondent to deliver** | **Weighting XX%** |
| --- | --- |
| 1. Describe your organisation’s track record in delivering similar goods/services (same quantity, quality, delivered on time, to specification and within budget). | |
| [insert answer here] | |
| 1. Describe how you will interact with key stakeholders in the delivery of the goods/services. Provide your organisational chart, demonstrating how it links to the contract. | |
| [insert answer here] | |
| 1. Describe how you manage work outside of scope, i.e. additional minor works. Include how you may engage additional staff or sub-contractors, balance priorities, and work with stakeholders to ensure the delivery. | |
| [insert answer here] | |
| 1. Describe your organisation’s size, structure and annual turnover. Explain why this is sufficient to deliver the Requirements in full, on time, to specification and in the quantity required. | |
| [insert answer here] | |
| 1. Provide information about your operational and financial systems to track and manage delivery. | |
| [insert answer here] | |

| **4. Proposed solution** | **Weighting XX%** |
| --- | --- |
| 1. Explain how your goods/services meet or exceed our Requirements | |
| [insert answer here] | |
| 1. Describe how you measure quality in meeting or exceeding our Requirements | |
| [insert answer here] | |
| 1. Describe any new ideas or processes you offer which are innovative. Describe the benefits of these e.g. greater efficiency, better quality solution etc. Describe how the benefits are measured. | |
| [insert answer here] | |
| 1. Describe all significant risks associated with your solution and how you propose to mitigate them (prevent them from happening) and manage them (in the event that they do happen). | |
| [insert answer here] | |

| 5. Economic benefit to New Zealand | Weighting ≥10% |
| --- | --- |
| Describe how your proposal will deliver on the desired economic benefits. Please provide details on your proposed methodology. Describe how the benefits could be measured. | |
| [insert answer here] | |

## 3: The Evaluation Criteria

### Part B – Price (Contract/Commercial)



**SUPPLIER TIPS**

* In your pricing information consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them.
* Document any assumptions that you have made in costing the Requirements.
* If asked, a ‘whole-of-life’ cost is the total cost to the Buyer over the whole life of the Contract. See [Guide to Total Cost of Ownership and TCO calculator](https://www.procurement.govt.nz/procurement/guide-to-procurement/plan-your-procurement/review-previous-procurements/) on our website.
* If we have asked for a two-envelope response you must put all financial and pricing information in a separate sealed envelope or separate soft copy document.



**BUYER TIP**

If price is not a weighted criterion in your Response, delete section below.

* 1. **Price as a weighted criterion**

| **Public value (based on whole-of-life cost)** | **Weighting XX%** |
| --- | --- |
| Provide the total price and a breakdown of the total cost of the Contract. | |
| [insert answer here] | |
| Detail any other cost and benefits. | |
| insert answer here] | |

### Pricing schedule

Submit your financial information and pricing using the following pricing schedule. Provide as detailed a breakdown of the services as possible, and describe any assumptions where relevant (i.e. the number of people being applied to a job and why, or if that changes over time). Where possible, please provide information regarding sub-contractor input as well as your input. Please note, you can use as many rows as required.



**BUYER TIP**

This can be a separately attached document e.g. Excel.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Unit price excluding GST** | **Number** | **Sub-total excluding GST** |
| [e.g. named product] | [$ X] | [number of units] | [$ X] |
| [e.g. person’s daily fee rate] | [$ X] | [number of days] | [$ X] |
|  |  | **Total** | **[$ X]** |

Provide a rate card for any additional services. If you are using sub-contractors, please indicate the organisation. **Delete if not applicable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Individual** | **Role / Title** | **Organisation** | **Hourly Rate** | **Day Rate** |
| [Joe Bloggs] | [e.g. Arborist] |  | $ | $ |
| [Joe Bloggs Jnr.] | [e.g. Apprentice] |  | $ | $ |

### Assumptions

**Assumptions**

State any assumptions you have made in relation to the cost and pricing information.

[insert answer here]

Supplier tips



**SUPPLIER TIPS**

* An assumption is something that is accepted as true or as certain to happen without proof e.g. that the Buyer (or a third party) will provide certain information or assistance so that the Respondent can accurately cost and price its Quote.

## 4: Proposed Contract



**SUPPLIER TIPS**

* The terms and conditions of our Proposed Contract are in Section 4 of the RFQ. We need to know whether or not you are prepared to do business based on the Proposed Contract.
* If you have any suggestions or changes that you wish to alter in the Proposed Contract, please note below (and you may be asked why it is important).
* The Buyer will take into account each Respondent’s willingness to meet the Contract terms and conditions.

**Choose one of these statements to complete, and delete the others.**

Having read and understood the Proposed Contract, in the RFQ Section 4, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with the Buyer following negotiations.   
**OR**  
Having read and understood the Proposed Contract, in the RFQ Section 4, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

| **Clause** | **Concern** | **Proposed solution** |
| --- | --- | --- |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |

## 5: Referees



**SUPPLIER TIPS**

* Here you are asked to provide the names and contact details of referees. These must be work related referees, preferably not a friend or family member (Referees can be a family member if they can provide a truly independent reference based on the work).
* If you have provided case studies as evidence of Track Record please include details of referees from those examples here.
* The best referees are those who you have recently delivered similar goods or services for.
* Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.
* **Please note:** in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees and use such information in the evaluation of your Quote. All information provided by the referee will be confidential to us.

Please supply the details of three referees for your organisation. Include a brief description of the goods or services that your organisation provided, and when - from the beginning date to the end date.

|  |  |
| --- | --- |
| **First referee** | |
| **Name of referee:** | [insert name of the referee] |
| **Name of organisation:** | [insert name of their organisation] |
| **Goods/services provided:** | [brief description of the goods/services you provided to this referee] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee] |

|  |  |
| --- | --- |
| **Second referee** | |
| **Name of referee:** | [insert name of the referee] |
| **Name of organisation:** | [insert name of their organisation] |
| **Goods/services provided:** | [brief description of the goods/services you provided to this referee] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee] |

|  |  |
| --- | --- |
| **Third referee** | |
| **Name of referee:** | [insert name of the referee] |
| **Name of organisation:** | [insert name of their organisation] |
| **Goods/services provided:** | [brief description of the goods/services you provided to this referee] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee] |

|  |  |
| --- | --- |
| **Please contact me before you approach a referee for a reference** | [Yes/Not required] |

## 6: Our declaration



**SUPPLIER TIPS**

* Here you are asked to make a formal declaration. Select ‘agree’ or ‘disagree’ at the end of each row. If you don’t, you will be deemed to have agreed.
* Have the declaration signed by someone who is authorised to sign and able to verify the declaration

e.g. chief executive or a senior manager.

* If you are submitting a joint or consortium Quote each Respondent (supplier) involved in the joint or consortium Quote must complete a separate declaration.

| **Respondent’s declaration** | | |
| --- | --- | --- |
| Topic | Declaration | Respondent’s declaration |
| RFQ Process, Terms and Conditions: | I/we have read and fully understand this RFQ, including the RFQ Process, Terms and Conditions (shortened to RFQ-Terms detailed in Section 5). I/we confirm that the Respondent/s agree to be bound by them. | [agree / disagree] |
| **Collection of further information:** | The Respondent/s authorises the Buyer to:   1. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client 2. use such information in the evaluation of this Quote. 3. The Respondent/s agrees that all such information will be confidential to the Buyer. | **[agree / disagree]** |
| Requirements: | I/we have read and fully understand the nature and extent of the Buyer’s Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | **[agree / disagree]** |
| Ethics: | By submitting this Quote the Respondent/s warrants that it:   1. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor 2. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. | **[agree / disagree]** |
| Offer Validity Period: | I/we confirm that this Quote, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.5 of the RFQ. | **[agree / disagree]** |
| Conflict of Interest declaration: | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the Respondent/s will report it immediately to the Buyer’s Point of Contact. | **[agree / disagree]** |
| Details of conflict of interest: | [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. | |

**DECLARATION**

##### I/we declare that in submitting the Quote and this declaration:

1. **the information provided is true, accurate and complete and not misleading in any material respect**

##### the Quote does not contain intellectual property that will breach a third party’s rights

1. **I/we have secured all appropriate authorisations to submit this Quote, to make the statements and to provide the information in the Quote and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**

##### I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Quote may result in the Quote being eliminated from further participation in the RFQ process and may be grounds for termination of any Contract awarded as a result of the RFQ.

**By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.**

**Signature:**

**Full name:**

**Title/position:**

**Name of organisation:**

**Date:**