

# Template Preparation Guide: Request for Quotes (RFQ) (Open)



## INTRODUCTION

This guide is intended to provide information and support to public entities in the development and use of Request for Quotes (RFQ) Open Template, updated Fall 2017.

Current templates are available through the SaskTenders, SaskBuilds and Crown Investment Corporation websites. The terms and conditions contained in these standard templates are regularly updated to reflect changes in legislation, contracting practices or procurement law. Public entities should ensure that the most recent versions of the templates are used.

The RFQ template contains important areas that need to be well developed in order to create a strong document that is easy for suppliers to understand and respond to. This guide will lead you through the process of completing the RFQ template.

This document will provide guidance referencing the specific sections of the template that require input of information or data.

The template is a starting point for the creation of a customized procurement document. The intent is that you will customize the template to match your specific competition by inserting the additional information directed in the template instructions. The intent is also to maintain a common look and feel for government competitions.

A useful document to reference is the Procurement Guide.

### IMPORTANT NOTE:

This template is the correct template if you:

- Intend to use it for low dollar requirements that are below the trade agreement thresholds.
- Intend to get quotes for simple, non-complex goods or services.
- Intend to make the award primarily a price based decision. It is recommended that you include other criteria for evaluation such as delivery time frames or warranty services.
- Intend to NOT create a Contract A with the proponents submitting quotes.
- Do not intend to conduct negotiations after award.

**Request for Quotation – General Goods and/or Services**

**Issue Date:** Insert the date that you intent to issue this RFQ.

**Reference No.:** Insert a reference number for this competition.

**Issuing Office:** Complete the Purchasing Entity name and address.

**For More Information Contact:** Provide the contact information of someone who is able to answer supplier questions.

**Conflict of Interest:** Insert the name of the Purchasing Entity.

**Important:** Insert the name of the Purchasing Entity.

If you plan on using criteria other than just price you can insert those criteria in the section

**Deliverables:** Provide a complete description of the goods or services required including the delivery date required, the quantity, unit of measure (UOM). The supplier will fill in the unit price quoted and the extended total price. It is best to not use brand names but rather a product description set out as performance or functional specifications. If a brand name is used it is recommended to also include words such as “or equivalent”.

There is the ability under “Note” to include other forms or specifications and drawing. Click the appropriate box if applicable.

**General Conditions:** Attach any terms and conditions that your Purchasing Department deems appropriate.