**Request for Quotes**

**(For requirement up to $100,000)**

Instructions for internal users

* This template is part of MBIE’s suite of Government Model RFx templates. Its use supports consistent procurement practice across the Public Sector and makes it easy for suppliers and providers to work with government/government funded agencies and entities. Unitec New Zealand Limited trading as Unitec Institute of Technology (Unitec) being a Crown company, has adopted these templates and this template is the standard template for low-value, low-risk RFQs for requirements up to $100,000 in value.
* There are restrictions on structural changes that you can make:
* Section 1: the sequence and paragraph numbering are not to be changed.
* Sections 2 to 5: The sequence and section headings are not to be changed. If, in any of these sections you have complex content e.g. diagrams or imbedded images, consider attaching these in a schedule to the template.
* Instructions in red font are tips to explain what is expected. You should complete the sections highlighted in yellow. Remember to remove all highlight and delete all red text once you have finished.
* You may add additional pages as appendices to suit. E.g. detailed specification, drawings, spreadsheet for pricing schedule and any other related information.
* Please do not forget to attach Unitec standard terms and conditions.
* If you would like assistance in preparing your RFQ, or a constructive peer review of your draft, please contact the Procurement Manager.
* All Yellow highlighted areas are to be completed
* Any words/sentences in RED font are instructions and are to be deleted
* Section 6 cannot be edited

**PLEASE DELETE THIS PAGE BEFORE YOU ISSUE THE RFQ TO THE MARKET**

|  |
| --- |
| **REQUEST FOR QUOTATIONS**Unitec New Zealand Limited trading as Unitec Institute of Technology139 Carrington Road, Auckland 1025Private Bag 92025, Victoria Street West, Auckland 1142 |
|  [insert name of procurement project][insert project reference number if you have one – if not delete] |

**REQUEST FOR QUOTES (RFQ-XL)**

April 2022

SECTION 1: Key information

|  |  |
| --- | --- |
| F:\ICONS GMRFx\Icons_Location.png | * 1. **Context**
1. This Request for Quote (RFQ) is an invitation to suitably qualified suppliers to submit a Quote for the provision of [insert name of procurement project].
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| F:\ICONS GMRFx\ICONS dark grey\Icons_Calandar.png | * 1. **Our timeline**
1. Deadline for Quotes (Closing Date): [Time and Date]
2. Anticipated Contract start date: [Date]

All dates and times are dates and times in New Zealand.All dates and times are indicative to the extent that the dates and times may be subject to change due to a force majeure event or any other circumstance outside the Buyer’s control.  For the avoidance of doubt, this includes any change to or continuance of Covid-19 Alert Levels determined by the New Zealand Government. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Contact book.png | * 1. **How to contact us**
1. All enquiries must be in writing and directed to our Point of Contact. We will manage all external communications through this Point of Contact.
2. **Our Point of Contact**

 **Name:** [insert the name of the contact person] **Email address:** [ insert email address] |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Home.png | * 1. **Address for submitting your Quote** [Delete whichever not applicable]
1. [EITHER] Quotes must be submitted by email/electronically no later than the Closing date and Time specified above to the following address:

[insert the email address to which you wish to receive Quotes]1. Quotes sent by post or fax, or hard copy delivered to our office, will not be accepted.
2. [OR] Quotes must be delivered to the Tender Box no later than the Closing Date and Time specified above. Location of the Tender Box is [please insert location where the tender Box is located]
3. Quotes sent by email/electronically or any other means will not be accepted.
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| F:\ICONS GMRFx\ICONS dark grey\Icons_Key.png | * 1. **Our RFQ Process, Terms and Conditions**
1. **Offer Validity Period**: In submitting a Quote the Respondent agrees that their Quote will remain open for acceptance by the Buyer for [insert number] calendar months from the Deadline for Quotes.
2. The RFQ is subject to the RFQ Process, Terms and Conditions (Section 6).
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# SECTION 2: Our Requirements

* 1. **What we require** [YOU MAY DESCRIBE YOUR REQUIREMENTS HERE, OR ATTACH A DETAILED LIST OF REQUIREMENTS]

We are seeking a solution that [describe the specific goods or services required, alternatively attach the detailed specifications].

We estimate the quantity to be delivered is [provide details about quantity].

We require the [goods / services] to be delivered at [insert location for delivery].

Payment will be [on successful delivery of milestones / at the end of the contract / monthly on invoice subject to Unitec payment terms.

Unitec’s payment terms are “on the 20th of the month following upon receipt of invoice by Unitec’s Accounts Payable team, against completed delivery of the goods/services”. All invoices must have a system generated Unitec purchase order number specified without which such invoices will not be processed for payment.

# SECTION 3: Our Evaluation Approach

* 1. **Evaluation model**

USE WHERE PRICE IS THE ONLY CRITERION The evaluation model that will be used is lowest price conforming. This means that all Quotes that are capable of meeting required specifications, full delivery on time will be shortlisted. The shortlisted Quote that is the lowest price over whole-of-life will likely be selected as the Successful Respondent.

USE WHERE PRICE IS A WEIGHTED CRITERION The evaluation model that will be used is weighted attribute (weighted criteria). Price is a weighted criterion. This means that all Quotes that are capable of full delivery on time and compliant with specifications/required outcome will be shortlisted. The Quote that scores the highest will likely be selected as the Successful Respondent.

USE WHERE PRICE IS NOT WEIGHTED, HOWEVER FACTORED TO CALCULATE VALUE FOR MONEY SCORE OF EACH SUBMISSION. The evaluation model that will be used is Cost Efficiency Ratio Methodology (CERM). It is a simple and objective formula to determine a proposal’s price-quality ratio. CERM (also referred to as Value for Money Quality Score or Price-Quality Ratio) requires that an overall Quality Score is determined by the evaluation panel based on all the non-priced attributes as set by the RFx. From here, this Quality Score is divided by the proposal’s own offered price. In other words, a proposal’s quality is divided by its offered price to determine exactly how much quality will be obtained for each dollar that it is going to cost. The Quote that obtains the highest ratio likely be selected as the Successful Respondent.

Unitec reserves the right to undertake due diligence and use the results of due diligence to inform the evaluation of Quotes.

* 1. **Pre-conditions (delete if not applicable)**

Each Quote must meet all of these pre-conditions.

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| --- | --- |
| **#** | **Pre-condition** |
| 1. | [Describe any requirement that must be met e.g. a relevant quality standard in relation to a product. To be a pre-condition it must be a requirement that is capable of being fulfilled at the time submitting the Quote. If you intend to allow Respondents to meet a requirement at a later date then it is not a pre-condition and should not be included here.] |
| 2 | Acceptance of our proposed contract (as described in section 5) including Unitec’s standard payment terms |

* 1. **Evaluation criteria**

Quotes [which meet all pre-conditions – delete if no pre- conditions] will be evaluated on their merits according to the following evaluation criteria and weightings.

Note: If you intend to apply weightings you need to include them here. Where you have sub-criteria then state either (a) the sub-criteria are equally weighted, or (b) include weightings for each of the sub-criteria.

If you do not intend to apply weightings then you need to list the criteria in order of importance i.e. most important criterion first. State that the criteria are listed in order of importance with the most important first.

|  |  |
| --- | --- |
| **Criterion** | **Weighting** |
| 1. e.g. Proposed solution (fit for purpose)
 | **xx%** |
| 1. e.g. Capability of the Respondent to deliver
 | **xx%** |
| 1. e.g. Capacity of the Respondent to deliver
 | **xx%** |
| 1. e.g. Price IF PRICE IS WEIGHTED OTHERWISE DELETE PRICE FROM HERE
 | **xx%** |
| **Total weightings** | **100%** |

# SECTION 4: Pricing information

* 1. **Pricing information to be provided by Respondents** Please amend to suit

In submitting the Price the Respondent must meet the following:

1. The pricing schedule must show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the Requirements over the whole of the life of the contract. It must also clearly state the total contract price exclusive of GST.
2. Where the price, or part of the price, is based on fee rates, all rates must be specified, either hourly or daily or both as required.
3. In preparing their Quote Respondents are to consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the Quote and pricing information to manage such risks and contingencies.
4. Respondents are to document in their Quote all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Any assumption that the Buyer or a third party will incur cost related to the delivery of the Requirements must be stated, and the cost estimated, if possible.
5. Prices should be tendered in NZ$. Unless otherwise agreed, the Buyer will arrange contractual payments in NZ$.

# SECTION 5: Our Proposed Contract

**Instructions:** Insert the Proposed form of Contract. Please consult our Senior Legal Counsel to obtain the most appropriate contract template. If the requirement is one-off, then the system generated purchase order along with Unitec’s Terms and Condition will form part of the contract.

* 1. **Proposed contract**

Attached is the sample form of contract. Any formal contract or a system generated purchase order resulting from the outcome of this RFQ process will be subject to Unitec’s General Terms & Conditions (attached as Appendix 2).

In submitting your Quote you must let us know if you wish to clarify and/or propose any changes to the terms or conditions in the Proposed Contract, or wish to negotiate new terms and/or conditions. If you do not state your position you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.

Any proposed deviations to terms and conditions will be taken to account when evaluating the Quotes.

# SECTION 6: Terms and Conditions

* 1. **Government Terms**

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.
	1. **Our Terms**

In addition to the above government standard terms and conditions the following additional terms and conditions apply to the RFQ and the RFQ process:

1. Any attachments provided with this document shall form part of the RFQ.
2. We reserve the right to refuse to accept any quote and/or any subsequent information provided by a supplier.
3. We may accept part of a quote from any supplier and, at our option re-issue an RFQ for the remainder.
4. At our sole discretion, we may waive any non-conformities or other irregularities or informalities in the RFQ process.
5. We may take into account any other relevant information that we may have in our possession and/or make enquiries of any person, to assist us in the evaluation process.
6. We reserve the right to request additional quotes.
7. We will not be liable to any Respondent/s for any failure to perform our obligations under these RFQ Terms to the extent the failure is due to a force majeure event.