[INSERT YOUR ORGANISATION LOGO]

***[DRAFTING NOTE:]*** *This document should be completed collaboratively by the requirement owner and the person leading on the procurement. It provides the structure for a Request for Quotation / Proposal (RfQ/P).*

*The document includes guidance for your organisation. Before sharing the RfQ/P with potential bidders, you should:*

1. *Replace the prompts and square brackets highlighted in yellow with information that is specific to this procurement;*
2. *Delete the guidance and square brackets highlighted in green, once completed; and*
3. *Delete the ‘DRAFT’ watermark.*

[Insert name of your organisation]

[Insert your organisation’s address]

**Request for** [insert type of document - Quote/Proposal]

***Name:*** *[Commercial Lead Name]*

***Role Title:*** *[Commercial Lead Title]*

***Email Address:*** *[Tender related email]*

**Publication date of RfQ/P:** [insert date]

Dear *[insert name of provider]*,

I’m writing on behalf of *[your organisation’s name] (the “Buyer”)* to request a formal *[quote/proposal]* on providing *[insert service/ goods required in bold text]*.

*[insert brief description of your organisation for background context].*

1. **Term**

The contract will cover provision of *[insert service/ goods required]* commencing on *[insert contract start date] for the length of [insert contract length in months] with a possible extension option of [insert extension options in months]*, subject to satisfactory performance.

1. **Requirements**

*[insert requirements for this RfP/ RfQ]*

The annual budget for the services is *[insert amount including VAT]* for the *[insert years]* Financial Year.

This contract must be in place by *[insert date]*.

1. **RfQ/P Timetable**

The key dates for this Procurement are currently anticipated to be as follows:

| **Stage:** | **Date:** | **Initiated by:** | | | **Submit to:** |
| --- | --- | --- | --- | --- | --- |
| RfQ/P issued | *[insert date]* | The Buyer | | | All Bidders |
| Deadline for clarification questions | *[insert date]* | Bidder | | | The Buyer |
| The Buyer publishes answers to the final clarification questions | *[insert date]* | The Buyer | | | All Bidders |
| Bid deadline | *[insert date]*  @Xhrs | Bidder | | | The Buyer |
| Bid evaluation | *[insert date]* | The Buyer | | | N/A |
| Bid moderation | *[insert date]* | The Buyer | | | N/A |
| Contract award | *[insert date]* | The Buyer | | | The successful bidder(s), now ‘supplier’. |

**Please send any clarification questions** to *[insert email]* by *[insert date and time]*.

**Please provide your response** to *[insert email]* by *[insert date and time]*.

1. **Award Criteria**

*[Your organisation’s name]* assesses a proposal based on a combination of Quality/Technical, Social Value and Commercial elements. The Buyer shall award the Contract to the Tenderer which submits the highest scoring response.

The table below shows the evaluation ratio:

**[DRAFTING NOTE]** When you are completing the table below, ensure that your weightings and word limits reflect and are proportionate to your requirement. You may wish to apply higher weighting to and allow for a higher word limit for questions which are aimed to test the key requirements. Please note the main difference between the two is that RfQs are used when you know exactly what you are buying (e.g. software, stationary, insurance etc.) where as an RfP is when you are asking for a service provision which could be delivered in different ways (i.e. your requirement is outcomes based).

RfQ response do not require a written response, only a price for the product/ service.

that RfQ should only ask for pricing

| **1. Quality** | | | | |
| --- | --- | --- | --- | --- |
| **#** | **Criteria** | | **Weighting** | **Comments** |
| **1.1** | **QX -** *[insert question]* | | X% | **World Limit:** X |
| *[copy and insert above rows below if there is more questions involved in this response]* | | | | |
| **2. Presentation (delete if not required)** | | | | |
| **#** | **Criteria** | | **Weighting** | **Comments** |
| **2.1** | **QX -** *[insert question]* | | X% | **Time Limit:** Xhrs/mins |
| *[copy and insert above rows below if there is more questions involved in this response]* | | | | |
| **3. Social Value** | | | | |
| **#** | **Criteria** | | **Weighting** | **Comments** |
| **3.1** | **QX -** *[insert question]* | | X% | **World Limit:** X |
| *[copy and insert above rows below if there is more questions involved in this response]* | | | | |
| **4. Price\*** | | | | |
| **#** | **Criteria** | | **Weighting** | **Comments** |
| **4.1** | **QX -** *[insert question]* | | X% | **World Limit:** X |
| *[copy and insert above rows below if there is more questions involved in this response]* | | | | |

1. **Quality/Technical and Social Value Scoring**

Responses will be scored in the following manner:

***[DRAFTING NOTE:]*** *Below is an example of a scoring methodology. There are other ways of scoring and you may amend this depending on known practice within your organisation. For example, you can mark each response 0-100 or 0-3. The key is to ensure that you explain what each score means as is done in the table below.*

| **Score** | **Quality** | **Description** | | |
| --- | --- | --- | --- | --- |
| 0 | No Evidence | No evidence provided that the Tender meets the requirement. No confidence that the Tenderer can meet the requirement. | | |
| 1 | Poor Response | Very limited evidence provided to support that the Tender meets the requirement, with major concerns leading to the conclusion of a very low level of confidence that the Tenderer can meet the requirement. | | |
| 2 | Minimal Response | Limited evidence to support that the Tender meets the requirement, with major concerns leading to the conclusion of a low level of confidence that the Tenderer can meet the requirement. | | |
| 3 | Acceptable Response | Acceptable evidence provided to support that the Tenders meets most of the requirement with minor concerns leading to the conclusion of a medium level of confidence that the Tenderer can meet the requirement. | | |
| 4 | Good Response | Good evidence provided to support that the Tender meets the entire requirement leading to the conclusion of a high level of confidence that the Tenderer can meet the requirement. | | |
| 5 | Excellent Response | Comprehensive evidence provided to support that the Tender fully meets and/or exceeds the requirement, leading to the conclusion of a very high level of confidence that the Tenderer can meet the requirement. | | |

1. **Commercial Scoring**

For the pricing element, the total marks available for price shall be X%. The marks for commercial shall be calculated based on the lowest priced complaint day rate gaining the full % available with the remaining quotes being allocated marks using the following formula (rounded to 2 decimal points):

| Score = | Lowest Tender Price | **x** % available |
| --- | --- | --- |
| Tender Price |

1. **Terms and Conditions**

As part of your response, please provide your proposed terms and conditions of which will govern the agreement. The Buyer reserves the right to use our standard Contractual Terms and Conditions to form the agreement, should the proposed terms not be viable.

*[Your organisation’s name]* would like to thank your organisation for showing an interest in this requirement and we look forward to receiving your proposal via *[insert email]* by *[insert date and time]*.

Kind regards,

*[Commercial Lead Name]*

*[Commercial Lead Title]*