

USER GUIDE

INSERT YOUR SCHOOL CREST/LOGO HERE

(To be read in conjunction with completing the RFQ)

Request for Quotation (Goods & Services less than €25,000 in value)

The [text boxes] which appear throughout this document will prompt you as to the appropriate information to enter in each once you click in them.

[insert procurement project name]

Chose an easy to comprehend name for your procurement project e.g. *Cleaning Services* or *School Furniture*.

The name and address of the school is entered in the text boxes to the right in this section.

[Here]

SECTION 1: Key information



1.1 Context

- The text box in this section auto-fills from the title entered as project name



1.2 Our timeline

Enter the dates in this section as prompted. The time shown is the deadline for quotes to be submitted and this can also be edited.



1.3 How to contact us

Enter the contact name and their email address at 'b' as prompted.



1.4 Developing and submitting your Quote

No inputs required in this section



1.5 Manner for submitting your Quote

Enter the email address to which quotations are to be mailed in the text box provided



1.6 Our RFQ Process, Terms and Conditions

- Choose from one of the three options provided in the 'drop-down' menu
- The legally-validated standard T's & C's should accompany the issue of any RFQ. Please note that only Clause 23 is editable to reflect particular circumstances where additional non-standard conditions will apply (examples shown).

SECTION 2: Our Requirements

2.1 What we require

Complete the information, as prompted, in the three text boxes and select from the choices provided in the two 'drop-down' menu

SECTION 3: Our Evaluation Approach

3.1 Evaluation Model

What factors will determine whether you will buy your required goods or services from one supplier/service providers over another? This answer will determine your evaluation model.

If the deciding factor is cost alone (lowest price quoted), then the award criterion is 'Price: 100%'. Cost as the sole criterion is generally suitable for low cost goods or one-off services. Low cost, in this context, is defined as awarding a supply or services contract to the value of €4999 or less. It can be an option to set pre-conditions when requesting quotations/proposals exclusively on cost alone.

If, however, there are factors (other than just cost), i.e. criteria that are related to the good or service you require which you would like to consider as part of the contract award process, then you may assign marks to each of them, listed in the order of their importance. Examples of general award criteria include;

- Quality of the service proposed
- Demonstration of functional characteristics suitable for the school environment
- Delivery plan including lead-times
- Resource and contract management - Customer service/Escalation procedures
- Returns policy

Allowing the bidders to see these criteria and the marks allocated to each, allows for an open, transparent and fair competition among the suppliers/service providers, as is required under National Procurement Guidelines.

Pre-conditions (if applicable) Select from the choices provided in the 'drop-down' menu

[Choose an Item] 

The greater the value of the contract on offer, the likelihood is that the school will wish to impose pre-conditions as a 'due-diligence' safeguard.

Pre-conditions must not unfairly or unreasonably limit the scope of your competition. Examples may include;

- Demonstrate Tax and Insurance Compliance
- Provide GDPR Compliance Statement
- Provide evidence of certifications and or warranties which must be met
- Provide evidence of technical ability
- Provide evidence of experience – references
- Provide evidence of Health & Safety statements
- Provide evidence of Environmental/Sustainability statements

Of critical importance to note, failure by the supplier/service provider to meet all the stated pre-conditions invalidates their quotation/proposal.

SECTION 4: Pricing Information

1.1 Pricing information to be provided by suppliers/service providers

This section requires no input from the school – it explains to the suppliers/service providers how the pricing(cost) information is to be provided by them in a manner that is easy to comprehend.

Request for Quotation Supplier/Service Provider Response

From this section forward in the RFQ is where the suppliers/service providers provide the details of the quotation/proposal to the school, in a format that is easy for them (and the school personnel) to follow.

Click here to enter text.

Click here to enter a date.
