The University of Manchester

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# Request for Quote (RFQ)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of supplier (to be completed by the supplier):** |  | **Quotation Ref:** |  |
|  | (Please quote in all communications) | |
|  | **Date of request:** |  |
|  | **Quotations to be submitted by:** | |
|  | 12:00 noon on | |
| University Contact |  | [name] email address | |

Please submit a quotation for the following goods and/or services to be delivered to the University of Manchester. Please complete the name of your company in the green box above before submitting your tender return

Your quotation should be sent by email to the address above with the tender reference in the subject line. Alternative please post in a sealed envelope clearly marked:  
**Request for Quote – Reference ####– Return Date 12:00 noon**

Bids must remain valid for a minimum of **90 days** from the closing date for submissions.

**Any contract arising from the bid will be subject to the University of Manchester Terms and Conditions of Purchase.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quantity** | | **Description** | | | | | | | |
|  | | [OR: Please see attached Specification] | | | | | | | |
| **Location for delivery** | | |  |  | | | | | |
| **Special requirements:** | | |  |  | | | | | |
| **Please include details of the following (where applicable):** | | | | | | | | | |
| Delivery time from receipt of order.  VAT and any import duty rates applicable.  Maintenance options and costs.  Health and safety issues (including COSHH). | | | | | |  | | Delivery should be DDP  Installation requirements and costs.  Training options and costs.  Any deposits payable. | |
| **Signed:** |  | | | |  | | **Name:** | |  |

## **Specification (if any)**

## **Tender Specification**

### Background information on The University of Manchester

### The University of Manchester is Britain’s largest single-site university, with a proud history of achievement and an ambitious agenda for the future. The University provides world-class research facilities and undertakes research of international standing. It offers students a wide choice of degree programmes and options, and excellent facilities and student support services.

### The University employs over 12,000 staff and offers over 400 different degree courses. It comprises of three faculties with 23 academic schools and hundreds of specialist research groups. The University’s cultural attractions include The Manchester Museum, The Whitworth Art Gallery, Jodrell Bank Observatory and the Martin Harris Centre for Music and Drama. The University also operates a thriving conference and meeting operation including a hotel and conference centre.

### Further details on the University can be found at: http://www.manchester.ac.uk/discover/facts-figures/

1. **[background on the area running the tender]**
2. **Introduction to the Request for Quotation (RFQ)**

This tender is being run on behalf of [name of the business owner] for the [name of school]

1. **Specification**

[please provide as detailed a specification as possible]

Please provide a minimum of 3 reference sites (preferably UK Universities) demonstrating successful use of the goods/services to be provided:

Reference Site 1:

|  |  |
| --- | --- |
| **Organisation** |  |
| **Contact Name and Details** |  |
| **Brief description of the contract** |  |

Reference Site 2:

|  |  |
| --- | --- |
| **Organisation** |  |
| **Contact Name and Details** |  |
| **Brief description of the contract** |  |

Reference Site 3:

|  |  |
| --- | --- |
| **Organisation** |  |
| **Contact Name and Details** |  |
| **Brief description of the contract** |  |

## **Information on the process**

### 1. **Enquiries**

Enquiries regarding the Request for Quote must be directed to the person and address indicated on the front of the Request.

### 2. **Content of Bids**

Quotations should include a full description of the goods or services offered, with prices, together with such other information as is requested on the front of the Request or any attached Specification.

In addition, bids may include alternative proposals that will provide better value for money for the University.

### 3. **Opening of Bids**

Quotations clearly identified as such in the manner described on the front of the Request will not be opened until after the closing date for the submission of bids. Late quotations will not be accepted unless there are exceptional circumstances.

### 4. **Assessment of Bids**

Bids will be assessed on the basis of value for money to the University. This will include an assessment of quality, fitness for purpose and whole-life costs, as well as initial purchase price.

### 5. **Confidentiality**

All information supplied by either the University or the Bidder in connection with this Request for Quote must be regarded as confidential by the recipient, except insofar as either party is required to divulge information under the Freedom of Information Act 2000 or other statutory or legal authority.

### 6. **Cost of bids**

The University will not be responsible for any costs or expenses incurred by the Bidder in connection with the preparation or delivery of the bid, including the cost of any samples provided by the Bidder.

### 7. **Independent bid**

By submitting a quotation, the Bidder warrants the following.

(a) It is a *bona fide* bid intended to be competitive.

(b) The prices in the bid have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor.

(c) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the Bidder, directly or indirectly, to any other bidder or competitor, nor will they be so disclosed.

(d) No attempt has been made nor will be made by the Bidder to induce any other person or firm to submit, not to submit or to withdraw a tender for the purpose of restricting competition.

8. **Treatment of Quotation**

The University expressly reserves the rights:

a. not to award any contract as a result of the procurement process;

b. to accept any part, or all, of any quotation unless the tenderer expressly stipulates in the quotation that this is not acceptable;

c. not undertake to accept the lowest quotation, or part, or all of any quotation, and the acknowledgement of receipt of any submitted quotation shall not constitute any actual or implied agreement between the University and the tenderer;

d. to make whatever changes it may see fit to the content and structure of the tendering competition;

e. to award (a) contract(s) in respect of any part(s) of the goods, services or works covered by the notice relating to this contract; and

f. to award contract(s) in stages.

### 9. **Terms and Conditions**

Any contract arising from the quotation will be subject to the University’s terms and conditions (see link below)

<http://documents.manchester.ac.uk/display.aspx?DocID=15179>