Parties Involved

- The RFQ process generally involves three parties:
- **We:** Robert Dunn, acting as an independent OS&E sourcing specialist and facilitator.
- **The Enquirer:** The person or organisation requesting sourcing assistance and seeking quotations for a project.
- **The Supplier:** The manufacturer, distributor or other supplier invited to provide a quotation.

Introduction

The following provides the general terms and requirements applicable to our Requests for Quotation (RFQs).

For each project, these standard terms will be adapted as appropriate to include the **project-specific information and quotation requirements**, such as specifications, quantities, delivery details and terms, currency, and any other relevant commercial or technical information.

The specific requirements and instructions applicable to each RFQ **may** be provided by us by email when the quotation is requested. Where information is not yet available, the **enquirer may provide the relevant details and requirements at a later stage, following review of the quotation**.

Suppliers should ensure that their quotation addresses all requirements stated in the individual RFQ and clearly identifies any exceptions, exclusions or conditions that may apply.

Where information is shown as **"To Be Advised (TBA)"**, it is not yet available and will be confirmed once the relevant project details, requirements or dates have been provided by the Enquirer.

.

Date ***To be advised (TBA)***

www.robertdunn.eu

Supply of Operating Supplies & Equipment (OS&E) for a Five-Star Hotel – *To be advised (TBA)*

To: Sales Director of the Supplier
From: Robert Dunn, OS&E Sourcing Services, acting on behalf of the Enquirer – ***to be advised (TBA)***
Email: robert@robertdunn.eu

This hotel is currently under construction in ***to be advised (TBA)***. I am assisting the Enquirer, a company based in ***to be advised (TBA)*** with sourcing suitable products and suppliers. I am therefore requesting quotations from selected suppliers for the products listed in the attached BOQ.

You are therefore invited to submit a quotation for the supply of your products in accordance with the following requirements.

RFQ Requirements

- **Communication**
  All quotations, questions and confirmations should be sent to **robert@robertdunn.eu**. Please confirm receipt of this RFQ and whether you can meet the required delivery period.

- **Delivery**
  Required delivery date: ***to be advised (TBA)*** (to be confirmed by the Buyer). Please confirm that you can meet this date and state your maximum production lead time and the date when the goods will be ready for shipment.

- **Tender Deadline**
  Please submit your quotation within ***to be advised (TBA)*** **days** of the date of this RFQ. If you do not wish to tender, please advise us within 24 hours.

- **BOQ *to be advised (TBA)***
  Please complete and return the attached BOQ Excel file together with your official company quotation.

- Quote **item by item**, in the same order as the BOQ.
- Use our item numbers exactly as shown.
- Do not insert, delete or rearrange rows.
- Each BOQ should have a subtotal and grand total.
- Clearly identify any items not quoted.

- **Documentation Identification**
  Please quote your **supplier name, BOQ number, hotel department reference number and project name** on your quotation and all related documentation.

- **Country of Manufacture**
  Please indicate the country of manufacture for each product.

- **Pricing**
  Please quote your **best and most competitive prices**. Any preferential pricing available to international hotel operators should be offered where applicable.

- **Enquirer**

Quotation to be made out to: *to be advised (TBA)*

Orders will be placed and paid for by ***to be advised (TBA)*** (to be confirmed by the Enquirer).

- **Quantities**
  BOQ quantities are provisional and subject to the Buyer's final requirements. Final quantities will be confirmed on the Purchase Order.

- **Currency**
  Quotations must be submitted in ***to be advised (TBA)***.

- **Price Validity**
  Prices must remain firm and valid for acceptance for **six months** and for delivery up to ***to be advised (TBA)***.

- **Delivery Terms**
  Please quote **Ex-Works (yes)** ***to be advised (TBA)*** include delivery (no) to ***to be advised (TBA)*** . Please clearly state the applicable **Incoterm**.

Freight, insurance, duties, taxes, customs clearance and installation costs must be shown separately.

Appropriate export packaging suitable for international shipment must be included.

- **Payment Terms**
  Final terms including payment terms will be subject to the Client's terms and conditions. **Letter of Credit is preferred for this project**, subject to agreement with the Buyer.

- **Proforma Invoice / Purchase Order**
  If the final quotation is accepted following negotiations, the selected supplier may be requested to provide a **Proforma Invoice**, which will form part of the Purchase Order documentation.

Production should not commence without an authorised Purchase Order from the Buyer.

- **Partial Deliveries**
  Partial deliveries will not be accepted or paid for unless specifically agreed with the Buyer in advance.

- **Standards & Certification**
  All products supplied must comply with all applicable **local, national, European and international standards and regulations** relevant to their use in an international five-star hotel.

This includes, where applicable, electrical and fire safety standards.

Required test certificates, conformity certificates and other documentation must be provided with the goods. Goods supplied without required certification may be considered incomplete.

The Tenderer must confirm that its company has all necessary licences, registrations and trading certificates required to manufacture, export and/or trade the quoted products in ***to be advised (TBA)***, where applicable.

- **Product Specifications & Alternatives**
  Products must be quoted in full conformity with the specifications issued.

Alternative products may be offered **in addition to the specified product**, but must be clearly identified as an alternative and accompanied by full technical details.

No substitution will be permitted after order placement without the Buyer's prior written approval.

- **Warranty & After-Sales Service**
  Please state your standard warranty period and clearly identify any exclusions.

Please also indicate how your products will be maintained and serviced locally, and how consumables and replacement parts will be supplied.

- **Spare Parts & Consumables**
  Please include as separate line items any spare parts and consumables recommended or required for an initial **six-month operating period**.
-

20 Blank

- **Tender Evaluation**
  No undertaking is given that the lowest quotation, or any quotation, will be accepted.

The Client reserves the right to select suppliers based on **price, quality, compliance, lead time, service and overall suitability**.

- **Delivery Date**
  The final delivery date will be agreed with the successful supplier and confirmed on the Purchase Order. **Time is of the essence.**

The Buyer reserves the right, subject to the agreed Purchase Order terms, to take appropriate action if the supplier fails to meet the agreed delivery date.

Other Important Points

- **Additional Costs**
  Please clearly identify any **minimum order quantities, additional charges, tooling costs, setup charges, surcharges or other exclusions**.

- **Deviations**
  Any deviations from the RFQ requirements or specifications must be clearly stated in your quotation.

- **Product Information**
  Where applicable, please provide technical specifications, product data, photographs and relevant certificates with your quotation.

- **Non-Conforming Goods**
  Goods supplied must conform to the agreed specification and approved quotation. Defective, damaged or non-conforming goods may be rejected and must be replaced or rectified by the supplier in accordance with the agreed Purchase Order terms.

- **Packaging & Identification**
  Goods must be appropriately packed for international shipment. Where required, packages should be clearly identified with the **project name, supplier name, BOQ/item number and Purchase Order number**.

- **Samples & Approval**
  Where requested, samples, finishes or product prototypes may be required for Client approval before production. No changes to an approved product or specification should be made without prior written approval.

Tender Documents

The following documents are retained as part of the **RFQ documentation framework** and may be included where appropriate, particularly for larger, more detailed or formal tender enquiries.

The documents listed below are **not necessarily included with every RFQ**. Where a document is not included, it may be provided at a later stage if required for the particular project or tender.

- **Summary RFQ Document**
  This document provides the general RFQ terms and requirements.
- **Tender Document – Request for Quotation (RFQ)**
  A more detailed tender document may be provided where required. The Enquirer may also provide their own RFQ, tender or order conditions, which will take precedence where applicable.
- **Step 1 – Preliminary Supplier Information Form**
  To be completed and returned where requested.
  Step 1 – Preliminary Supplier Information Form
- **Step 2 – Supplier Full Information & Qualification Form**
  To be completed and returned where requested.
  Step 2 – Supplier Full Information & Qualification Form
- **Tender Document – Long Form**
  A more detailed tender document, retained for use where required. **Not included with this RFQ.**
- **Confidentiality Statement**
  To be completed and returned if requested. **Not included with this RFQ.**
- **Terms & Conditions – Tender and Purchase Order**
  Buyer/Enquirer terms and conditions may be provided separately and will take precedence where applicable. **Not included with this RFQ.**
- **Bill of Quantities & Materials (BOQ)**
  An Excel spreadsheet or similar document may be provided where applicable. **Not included with this RFQ.**
- **Other Project Information**
  Additional project information may be included where required. **Not required for this RFQ.**

If any document specifically referred to as being included with this RFQ appears to be missing, please notify Robert Dunn.