## Request for Quote Lite (RFQ-L) Response Form

## Instructions for Respondents

1. Check that you have all the relevant documents, including:
   * The Request for Quotes (RFQ) which outlines the procurement.
   * The Response Form (this one) to fill out your response.
2. Before filling out this form, read the Request for Quotes (RFQ) carefully.
3. Please follow the layout of this Response Form.
   * Don’t change the section headings and sequence as this needs to be consistent across all Respondents.
4. **Write your response in the BLUE highlighted sections. Un-shade the BLUE once you have filled these out.**

## Checklist for Respondents

**Have you:**

| 1. Filled out all sections of the Response Form. |  |
| --- | --- |
| 1. Deleted the **PURPLE** instructions from this Form. |  |
| 1. Signed the declaration. |  |
| 1. Submitted your Quote before the Deadline for Quotes. |  |

# Use your (Respondent’s) business letterhead/Name

Cain Duncan   
Contract Manager

C/:- Environment Southland

220 North Road, Invercargill

[your business website]  
[your business street address]

[City]

Date of this Quote: [insert date of this document]

**Quote: Construction of Sediment Traps - RFQ-CI-02-22**

We submit the following Quote in response to your RFQ, and outline how [insert name of your business] is able to meet the following requirements (See Section 2.3 of the RFQ):

a. Track Record

[insert brief statement outlining how your Track Record meets the RFQ requirement]

b. Capability

[insert brief statement outlining the capability of your business to meet the RFQ requirement]

c. Capacity

[insert brief statement outlining the resources available to meet the RFQ requirement]

d. Solution

[insert brief statement outlining how your business will work with the Buyers Engineer to deliver a high quality outcome]

e. Timeframe

[Confirm that your business can meet the delivery timeframes or outline when you could complete the work]

**Our total price for delivery of the requirements is $XXX.XX exclusive of GST.**

In submitting this Quote we have made the following assumptions: [Delete if not applicable]

[a. describe assumption #1]

[b. describe assumption #2]

[c. describe any additional assumptions].

I am authorised to submit this Quote on behalf of [insert name of your business]:

| **Signature:** | [sign here] |
| --- | --- |
| **Full name:** | [insert your name – use capital letters] |
| **Title/position:** | [insert your job title or position] |
| **Date:** | [insert date when you signed this document] |