

PROCUREMENT OF GOODS - REQUEST FOR TENDER (RFT) LETTER

Date: March 11, 2019

To,
[ATTN]
[ADDRESS]
[POSTAL CODE]
[COUNTRY]

Subject: Request for Tender for Procurement of Goods

To Whom It May Concern / Dear Mr./Mrs.,

The [COMPANY] hereby thank you for your interest in the supply and delivery of [GOODS].

To assist you in the preparation of your offer we enclose the necessary administrative conditions, commercial requirements and technical specifications

Administrative conditions

1. Your company may quote for any or more lots under this request. Each item / lot shall be evaluated and contract awarded separately to the firm(s) offering the most responsive quote per lot.
2. Your quotation should be accompanied by adequate technical documentation and other information for each item quoted.
3. Deadline for submission of your bids is at [DAY, DUE DATE TENDER] at 11:59 AM Local time (GMT 15:00).
4. Location for submission of the bids is [COMPANY] headquarters; [ADDRESS SUBMISSION BIDS].
5. Bid opening session shall take place shortly after the bid submission.
6. Your quotation must be typed and shall be signed by your authorized representative. Without a signature in your *Form of Quotation*, your quotation will not be considered further.

Tender Document Covering Letter Template

Jakob B. Sørensen



Tender Document Covering Letter Template:

Architectural Design Procedures Arthur Thompson, 2012-12-06 Assumes no prior knowledge of the subject Provides a useful introduction to architectural practice for the student Contains examples of completed standard forms and typical letters

The Outsourcing R&D Toolkit Peter A. Sammons, 2000 Research and Development R D is a key factor of production in the global business environment and yet there can be no doubt that research budgets are under attack as never before International competitive pressure means that companies and countries must innovate or die even though funding is often decreasing The answer to this dichotomy is to ensure better value for money and this toolkit will lead you towards that goal The Outsourcing R D Toolkit comprehensively covers the strategic and tactical issues necessary for a company to decide whether and to what extent to buy in their knowledge based services Having done this it then goes on to provide a toolbox of commercial materials to enable better control of external R D projects It consists of two main Parts Part I Buying Research Services this provides an up to date briefing on contract R D practices procedures and pitfalls It includes 70 learning points which highlight issues particularly important to companies buying in R D services Part II Contract Research Toolbox of template contract and contract management documents including instructions for use these materials are subtly tailored to the commercial interests of the knowledge buyer and form a contracting system in their own right They may also be used to benchmark existing company practices and procedures Buying in R D services is undoubtedly the way of the future and a core management competence across all industrial sectors The Outsourcing R D Toolkit will stop you from being left behind

Estimating and Tendering for Construction Work Martin Brook, 2016-12-08 Estimators need to understand the consequences of entering into a contract often defined by complex conditions and documents as well as to appreciate the technical requirements of the project Estimating and Tendering for Construction Work 5th edition explains the job of the estimator through every stage from early cost studies to the creation of budgets for successful tenders This new edition reflects recent developments in the field and covers new tendering and procurement methods the move from basic estimating to cost planning and the greater emphasis placed on partnering and collaborative working the New Rules of Measurement NRM1 and 2 and examines ways in which practicing estimators are implementing the guidance emerging technologies such as BIM Building Information Modelling and estimating systems which can interact with 3D design models With the majority of projects procured using design and build contracts this edition explains the contractor's role in setting costs and design statements to inform and control the development of a project's design Clearly written and illustrated with examples notes and technical documentation this book is ideal for students on construction related courses at HNC HND and Degree levels It is also an important source for associated professions and estimators at the outset of their careers

Arbitration Practice in Construction Contracts D.A. Stephenson, 2003-09-02 written for building students and practitioners refers to all relevant contracts and codes of practice including the ICE Conditions of Contract 6th Edition

Industrial Engineering Projects Association of Cost Engineers and the Royal Institute of Cha,2014-04-21 This handbook provides a clear explanation of the commercial contractual and statutory aspects of a capital project in the process industries from feasibility studies through commissioning contract to construction operation **Estimating and Tendering for Building Work** Ronald Carl Smith,2013-12-19 my message to lecturers in building quantity surveying is to put it on your course list for essential reading and to students and practitioners buy it Building Technology Management Provides a practical introduction to understanding the costs encountered on a building project together with an appreciation of the many factors influencing them The FIDIC Conditions John G. Sawyer,C. A. Gillott,1985 This volume outlines the contractual relationships and responsibilities under the third edition of the FIDIC conditions Facilities Management Trevor Payne,2000 This books is aimed at all those individuals with facilities management FM responsibilities who are trying to get to grips with the wide and demanding range of practical issues which they currently face Contents include the FM scene an introduction the range and complexity of the facilities portfolio and the core non core viewpoints are discussed facilities strategy the importance and benefit of facilities strategy the facilities manager as a change driver organisational synergy outsourcing customer focus who are the customers specification input vs output the changing workplace virtual organisations CAFM and helpdesks facilities performance service level agreements monitoring benchmarking space management cost of space best value approach quality and standards risk management statutory compliance training and development succession planning core competencies future directions and challenges Architects' Data Ernst Neufert,2019-08-05 An indispensable tool for the beginning stages of designing and planning a building project This new edition of a classic bestselling text provides in one concise volume the essential information needed to form the framework for the more detailed design and development of any building project Organized largely by building type it covers planning criteria and considerations of function and siting and with over 6200 diagrams it provides a mass of data on spatial requirements Most of the featured illustrations are dimensioned and each building type includes plans sections site layouts and design details The book also includes an extensive bibliography and detailed set of metric imperial conversion tables Architects Data starts with the basics of designing for a new building project before moving on to covering everything an architect needs to know It also looks at the design styles and specifications for creating different types of structures such as those made for residential religious cultural sports medical and other types of occupation Covers user requirements planning criteria basic dimensions and considerations of function and siting Includes numerous examples and over 6200 illustrations and tables 5th English edition of the classic international reference for architects Architects Data is an excellent resource for architects building surveyors space planners and design and build contractors everywhere **Estimating and Tendering for Construction Work** , **Contempt Proceedings Against Secretary of Commerce, Rogers C.B. Morton, Including Hearings and Related Documents Before the Subcommittee on Oversight and Investigations of the**

Committee on Interstate and Foreign Commerce, House of Representatives, Ninety-fourth Congress, First Session, Inquiring Into the Nature and Scope of the Arab Boycott, Its Impact on Domestic Commerce and the Availability of Information to Congress United States. Congress. House. Committee on Interstate and Foreign Commerce. Subcommittee on Oversight and Investigations,1975 **Measuring the Environmental Soundness of Public**

Procurement in Nordic Countries ,2005 The importance of Greener Public Purchasing GPP has increasingly been recognised by those who work to promote sustainable development In the communication on Integrated Product Policy IPP the EU Commission encourages Member States to draw up publicly available action plans to green their public procurement The Nordic Council of Ministers has stressed the importance of GPP in the strategy for sustainable development and has initiated co ordination efforts so that public buyers in all the Nordic countries can benefit from each other s experience The aim of this study was to develop a method to measure the environmental soundness of public procurement and to produce information on the kind of environmental criteria that are used for different product groups The study also focused on the situation of greener public procurement in Denmark Finland Norway and Sweden more specifically on the larger public purchases which are governed by directives The results showed that public purchasers seek to consider environmental aspects quite often However attention needs to be paid to how relevant product specific environmental aspects are defined and the criteria formulated **Contracting for Engineering and Construction Projects** Peter Marsh,2017-05-15 Peter

Marsh s book has long been recognized as a standard work With its emphasis on the commercial aspects of contracting this book represents an eminently practical guide to this complex subject for purchaser and contractor alike This edition reflects recent changes in case law and legislation the major change being the passing of the Housing Grants Construction and Regeneration Act 1996 The book also charts changes to model forms of contract conditions in particular the new PACE forms of government contracts Contracts covered are those for the construction of buildings and civil engineering works the supply and installation of mechanical electrical and process plants and also for computer system and facilities management Methods of contracting including PFI schemes are critically examined and reference is made to the Government s latest thinking on prime contracting As in previous editions this book covers contract planning and contract administration deals with both the preparation and the appraisal of tenders and explains in detail how to draft the key clauses in a contract to ensure the maximum advantage In this revised version Contracting for Engineering and Construction Projects will continue to serve the needs of purchasing and contracts staff engineers quantity surveyors project managers and legal advisers seeking a reliable source of guidance Daily Graphic Ransford Tetteh,2010-04-17 **FIDIC Red Book, Revised edition** Jakob B.

Sørensen,2024-10-29 FIDIC Red Book is a practical guide for anyone involved in preparing administering or contributing to the FIDIC suite of contracts 2017 edition This revised edition covers a number of recent developments including the 2022 amendments impacts of COVID 19 and the war in Ukraine as well as guidance on use of FIDIC Contracts *Project Design*

for Geomatics Engineers and Surveyors, Second Edition Clement Ogaja, Nashon Adero, Derrick Koome, 2023-03-23 Project Design for Geomatics Engineers and Surveyors Second Edition continues to focus on the key components and aspects of project design for geomatics and land surveying projects with the goal of helping readers navigate the priority issues when planning new projects The second edition includes new materials on surveying and UAV and it is thoroughly updated to keep current with the recent technology and terminology The two new chapters capture new developments in the rapidly emerging use of remote sensing and GIS in aerial surveys mapping and imaging for small to medium scale projects as well as modern practices and experiences in engineering surveying 1 Provides a simple guide for geomatics engineering projects using recent and advanced technologies 2 Includes new content on spatial data collection using GIS drones and 3D digital modeling 3 Covers professional standards professional and ethical responsibilities and policy social and environmental issues related 4 Discusses project planning including scheduling and budgeting 5 Features practical examples with solutions and explains new methods for planning implementing and monitoring engineering and mining surveying projects Undergraduate and graduate students professors practicing professionals and surveyors will find this new edition useful as well as geospatial geomatics engineers civil engineers mining engineers GIS professionals planners land developers and project managers

The Architect in Practice David Chappell, Andrew Willis, 2013-02-05 The Architect in Practice was first published in 1952 Originally written by a quantity surveyor and an architect it has remained through its nine editions a leading textbook used in the education of architects world wide While the format of the book has developed the message and philosophy remains the same as the original to provide the student of architecture and the young practitioner with a readable guide to the profession outlining an architect's duties to client and contractor the key aspects of running a building contract and the essentials of management finance and drawing office procedure The tenth edition follows in that tradition The authors still an architect and a quantity surveyor have brought the text fully up to date Major revisions in this edition include Revised sections on Planning and the Building Regulations Changes to the education of architects in the UK have been detailed Discussion of the new ARB Architects Code Standards of Professional Conduct and Practice which came into force in January 2010 The commentary on the RIBA Standard Form for the Appointment of an Architect 1999 SFA 99 has been updated The latest RIBA Standard Agreement 2010 S 10 A is now discussed All references to JCT contracts have been updated to refer to the latest revisions of the 2005 suite of contracts Now also includes reference to education registration and CPD requirements of the Royal Institute of the Architects of Ireland The tenth edition of The Architect in Practice will continue to provide the guidance and advice all students and practising architects need in the course of their studies and in their profession **Model**

Business Letters, Emails and Other Business Documents Shirley Taylor, 2015-09-25 For anyone who wants to communicate effectively in business this is your complete reference guide for any form of written communication Packed with over 500 sample documents over 100 tips for better business writing and useful templates you can apply to your writing

immediately Model Business Letters will help you put the key rules of good business writing into action **ISSE 2008**
Securing Electronic Business Processes Norbert Pohlmann, Helmut Reimer, Wolfgang Schneider, 2009-03-07 This book presents the most interesting talks given at ISSE 2008 the forum for the interdisciplinary discussion of how to adequately secure electronic business processes The topics include Identity Management Information Security Management PKI Solutions Economics of IT Security Smart Tokens e ID Cards Infrastructur Solutions Critical Information Infrastructure Protection Data Protection Legal Aspects Adequate information security is one of the basic requirements of all electronic business processes It is crucial for effective solutions that the possibilities offered by security technology can be integrated with the commercial requirements of the applications The reader may expect state of the art best papers of the Conference ISSE 2008 **Daily Graphic** Yaw Boadu-Ayebofoh, 2006-03-24

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