



Request for Quotation (RfQ)

THIS IS NOT AN ORDER

Instructions: The supplier information block must be completely filled out. Failure to sign statement below by authorized representative will render quote invalid. Supplier is cautioned to carefully read the instructions and the terms and conditions on the attached sheet. Failure to adhere to these instructions and terms and conditions may result in a rejection of the quote.

Requestor Information (INTERNAL USE ONLY)

Return RFQ to:

Last Name	First Name	Current Date (yyyy-mm-dd)
E-Mail		Closing Date (yyyy-mm-dd)
E-Mail (cc)		Delivery Date (yyyy-mm-dd)

Delivery Address:

Address	
City	State/Prov.
Country	Postal

Billing Address:

Address	
City	State/Prov.
Country	Postal

Solicited Supplier Information

Company Name	Company Website
Company Address	
City	Country
Contact (First & Last Name)	E-Mail
Phone No. (North America)	Phone No. (Other)
Signature	



Requested Service Information

Please quote for items that meet the minimum specifications requested

Service Description	Unit Price (i.e. Daily Rate)	Total Price

Requested Product(s) and/or Service(s) Information

Detailed Product(s) and/or Service(s) Description	Quantity	Unit Price	Total Price
Please select currency		Total value	

Supplier Comments:

Any additional pricing or services must be quoted separately if required; You must specify any deviation in the item you are offering from the specifications requested in this field



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TERMS AND CONDITIONS

Validity:

- a. Supplier's response to this RfQ must be sent to IATA via E-mail to the attention of the Requester, as specified above. Supplier may attach a quotation to this form or may enter prices directly on this form. If quotation is provided, the Supplier Information Section of this form must be completed and attached as the first page of Supplier's proposal
- b. The contents of this document and any information obtained through sanctioned discussions with IATA personnel pursuant to the preparation of your response must be treated as confidential and proprietary information of IATA. No contact should be made by your company to any of our suppliers

Price and Payment Terms:

- a. The quantity specified above is provided as a best estimate only. IATA reserves the right to order the quantity that it requires
- b. Prices are in US Dollars quoted on the basis of DAP (Delivered at Place) to IATA's Office as indicated above using Incoterms 2010
- c. The prices quoted should be firm and subject to no increases for the duration of the delivery period.
- d. Applicable taxes should not be included in the quoted prices.
- e. Terms of payment shall be Net 30 days from the receipt of Supplier's invoice by IATA's Accounts Payable
- f. Supplier's proposal shall be valid for six months from the date of Supplier's submission.
- g. Price may or may not be the determining factor in Supplier selection process. The award may be made to the Supplier(s) whose proposal(s) is (are) determined to be of highest value in terms of quality and price.

Modification or Withdrawal of the RfQ:

- a. IATA reserves the right to request the Supplier(s) to demonstrate the compliance and/or adequate skills, equipment and resources are available for performance of the services.
- b. IATA reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.
- c. IATA reserves the right to reject any or all proposals after evaluation. Rejection of all proposals will mean that IATA, in its own best interest at this time, has determined not to pursue the acquisition.
- d. Supplier who submits a proposal to IATA in response to this RfQ must be licensed and certified as required by the laws of Applicable Region.
- e. Any proposal not supported by the information requested in the RfQ, or not complying with the RFQ requirements, may not be considered.
- f. RfQs will be rejected if they are: unsolicited, not addressed as specified, not received prior to the specified closing date

Warranties and Technical Specifications:

- a. The supplier should specify all warranties associated with the quoted items in the Vendor Comment field, if applicable;
- b. Suppliers should specify the brand and type of products and/or services offered and attach to their RfQ any catalogues or brochures applicable to the RfQ, giving comprehensive information to the products and/or services offered
- c. If a software version specified in this RfQ has been superseded and the updated version is backwards compatible, the supplier should provide all relevant product information related to the new version so as to enable a full technical evaluation to be undertaken