# REQUEST FOR SUB-TENDER TO FRAMEWORK AGREEMENT (FWA)

**Ministry of [insert name]**

[address]

[postal code/city]

Republic of Kiribati

To [name of each FWA Supplier]

The **Ministry of [insert name]** invites Sub-Tenders from Suppliers to provide the services described in this Request for Sub-Tenders (RFST) as below.

## Procurement No: **RFST-**MXXX**-2019-000**

Issue Date: 2019-

RFQ Closing Date: 2019-[insert date] – 17h00 UTC+12 (Tarawa Time)\*

Project Title: Request for Sub-Tenders (RFST) for [refer to the FWA and briefly specify the services]

This RFST consists of the following descriptions:

* **Specification and Terms of the Services to be provided**
* **Evaluation Criteria and Method**
* **Instructions on how to submit the quotation**

An FWA Supplier will be selected for the delivery described in this RFST based on the competitive procurement procedure and the Terms and Conditions specified in the Framework Agreement.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name of authorized Procurement Officer]

[title]

*\* Please note that late submissions will not be considered*

### Specification and Terms of Services to be provided

|  |  |  |  |
| --- | --- | --- | --- |
| Pos. | Description | Days | Price defined in the FWA |
| 1. |  |  |  |
| 2. |  |  |  |

### **Evaluation Criteria and Method**

A Sub-Order will be awarded to the FWA Service Provider which Sub-Tender best fulfils the following requirements, as determined in the FWA:

* Lowest price
* Delivery time: immediately, or shortest offered

### **Instructions on how to submit the sub-tender**

The Sub-Tender must be submitted in electronic version via email to the official email address, no later than as stated on the first page, with the following noted in the subject line: **Tenderers name – RFST Number – Sub-Tender**

Official email address: [procurement@mfep.gov.ki](mailto:procurement@mfep.gov.ki) *(or another dedicated email address)*