



British Embassy
Yangon

British Embassy Yangon
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REQUEST FOR A QUOTATION LETTER

1. On behalf of the Foreign and Commonwealth Office (FCO) **Rangoon**, I am requesting a quote from you for **Proposal for Technical Expert on Rakhine**. Further details on the requirement are set out in the attached Terms of Reference.
2. Please include in your reply a nominated point of contact with telephone, e-mail and postal address details.
3. The proposed contract will commence on **September 28th 2017** and end on **December 22nd 2017**.
4. The FCO will make payment in arrears at specified milestones, as set out in the attached Terms of Reference document. A Purchase Order number for this requirement will be provided.
5. Your quote should remain valid for **60 working days** from the required date of receipt and all costs should be stated in **GBP (£)**. Your quotation should be inclusive all costs.
6. Your quote must be received by **12.00 hours on September 21st 2017**. It should constitute one copy in Excel format and one in Adobe Acrobat (.pdf) format. The .pdf file will be the master copy of your quotation.
7. Send your response to **press.officer@fco.gov.uk**, and use the title: **RFQ Response - Rakhine**
8. If you have any questions, please contact **Laura Hein** at **shweyimyو.hein@fco.gov.uk**. Answers will be shared with all bidders. Use the title: **RFQ Question - Rakhine**
9. Should your quote be accepted, this request, the attached Terms of Reference, and your response will form a legally binding contract between you and the FCO under the terms and conditions set out in the associated Purchase Order.
10. This Request for a Quote does not imply any commitment on the part of the FCO.