

PRACTICAL GUIDE · PROCUREMENT AND SUPPLY

# Request for quotation: what to send us for a fast, accurate quote

An accurate quote depends on an accurate request. Here is what our buyers check first on a request for quotation, and what lets us answer quickly with a delivered-to-site price and a lead time you can plan around.

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## 01 The eight essentials

1. The exact description and the OEM or manufacturer part number.
2. The quantity, with its unit: pieces, sets, tonnes, metres.
3. The machine concerned: make, model, serial number, for any spare part.
4. The technical specification: grade, dimensions, standard, drawing if the part is made to order.
5. The delivery point: Conakry, a port, or the exact site address.
6. The date the goods must be on site.
7. Your tolerance on origin: OEM required or equivalent accepted.
8. The customs regime: standard import or exemption linked to your project.

## 02 What speeds up the answer even more

- A photo of the machine's nameplate or of the worn part.
- A previous invoice or purchase order for the same part.
- The level of urgency: machine down now, or planned replenishment.

## 03 What you receive

A clear, comparable offer: price per line, manufacturing or availability lead time, transport mode and time, Incoterm, validity and payment terms. Where several options exist, OEM or equivalent, air or sea, they are shown side by side. Duties, taxes and costs paid on your behalf are kept separate from our service fee.

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## 04 For recurring needs

If you regularly use the same parts, a framework agreement fixes prices, lead times and the delivery schedule. You gain visibility, and your teams no longer chase every order.

## ? Frequently asked questions

**Can you quote without an OEM part number?**

Yes, from a photo, the machine's nameplate or a drawing. We confirm the reference with you before ordering.

**Does the price include delivery to site?**

We quote delivered to the place you specify, with transport, customs clearance and delivery itemised in the offer.

**How quickly do you answer?**

We acknowledge within 24 business hours and come back with an offer or the questions still open.

General information guide written by TransXpress. Customs rules and procedures change: every file is checked against the documents and the regulations in force. This guide is neither a quotation nor a commitment.

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ONE POINT OF CONTACT, FROM THE PORT TO YOUR SITE

# Procurement, freight forwarding and customs, heavy transport and equipment rental in Guinea.

TransXpress supports mining, industrial and construction operators in Guinea and on the corridors to Mali and Sierra Leone. A name, a number and a few words are enough: we call you back within 24 business hours.


**QUOTE**

transxpress.co/#devis

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**OFFICE**

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