*[Insert company name and logo]*

Request for quotation – *[RFQ title]*

[*Add brief description of the goods or services to be acquired*]

This request for quotation (**RFQ**) for the supply of [*goods or services*] is issued by
the *[Company].*

This document comprises the following sections:

|  |  |
| --- | --- |
| Section I:  | Company information and project details |
| Section II: | Specifications |
| Section III: | Pricing table |
| Section IV:  | Selection criteria |
| Section V: | Terms and conditions |

|  |
| --- |
| Section I: Company information and project details |

|  |  |  |
| --- | --- | --- |
| **Company information** |  |  |
| **Company name** |  | **RFQ title** |
| *[Company]* | *[RFQ Title and ID number]* |
| **RFQ date issued:** *[Date issued]* | **Response deadline:** *[Date due]* |
| **Company description** | *[Insert general company information]* |
| **Contact information** |
| **Project lead name** | **Phone** | **Email** |
| *[Project contact’s name]* | *[Contact’s phone]* | *[Contact’s email]* |
| **Project information** |
| **Project description** | *[Insert relevant description of procurement project]* |
| **Project goals** | *[Insert background information about project and goals]* |
| **Submission instructions** |  **DATE OF RFQ ISSUE** *[Provide any information about submission including preferred format and RFQ review timeline]***PROPOSAL DEADLINE**  |

|  |
| --- |
| Section II: Specifications |

|  |
| --- |
| **Product information** |
| Product (or service) details |  *[Provide a detailed description of the product or service needed]* |
| Technical requirements |  *[Provide technical specifications if required]* |
| Quantity |  *[Insert number of needed units or duration/frequency of service]* |
| Delivery |   *[Detailed delivery requirements]* |

|  |
| --- |
| Section III: Pricing table |

|  |
| --- |
| **Detailed pricing** |
| Item |  Quantity | Unit | Description | Unit price |
| *[Item 1]* |  |  |  |  |
| *[Item 2]* |  |  |  |  |
| *[Item 3]* |  |  |  |  |
|  |  |  | Total |  |

|  |
| --- |
| Section IV: Selection criteria |

|  |  |  |
| --- | --- | --- |
| **Selection information** |  |  |
| **Prequalification questionnaire** |  | **RFQ type** |
| *[Link to questionnaire]* | *[Open or sealed]* |
| **Additional criteria:** *[Additional selection criteria or details]* |

|  |
| --- |
| Section V: Terms and conditions |

|  |  |  |
| --- | --- | --- |
| **Selection information** |  |  |
| **Legal requirements** | *[Legal requirements]* |
| **Terms and conditions** | *[Terms and conditions]* |