*[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:

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

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| Section I: Company information and project details |

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| --- | --- | --- | --- | --- | --- |
| **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** | | | | |

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| Section II: Specifications |

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| **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]* |

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| Section III: Pricing table |

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

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| Section IV: Selection criteria |

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

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| Section V: Terms and conditions |

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