

# REQUEST FOR QUOTE (RFQ)

RFQ Number:	RFQ-2025-0234
Issue Date:	June 5, 2025
Response Due Date:	June 20, 2025
Project:	Office Equipment Procurement
Contact Person:	Sarah Johnson, Procurement Manager

## COMPANY INFORMATION

TechCorp Solutions Inc.  
1247 Business Park Drive  
Austin, TX 78759  
Phone: (512) 555-0123  
Email: procurement@techcorp.com

## ITEMS REQUESTED

Item #	Description	Quantity	Specifications
001	Office Desk Chairs	25	Ergonomic, adjustable height, lumbar support
002	Standing Desks	15	Electric height adjustment, 48"x30" surface
003	Monitor Arms	40	Dual monitor support, VESA compatible
004	Wireless Keyboards	30	Bluetooth, ergonomic design
005	Wireless Mice	30	Optical, USB receiver included

## TERMS AND CONDITIONS

- Quote must be valid for 30 days from submission date
- Payment terms: Net 30 days
- Delivery required within 2 weeks of order placement
- Installation and setup services may be required

5. Warranty period: Minimum 1 year manufacturer warranty
6. Please include shipping costs in your quote
7. Submit quotes in PDF format via email

**SUBMISSION INSTRUCTIONS:**

Please submit your complete quote to: [procurement@techcorp.com](mailto:procurement@techcorp.com)

Subject Line: "RFQ Response - RFQ-2025-0234"

Questions: Contact Sarah Johnson at (512) 555-0123 ext. 245