

Subject: Quotation Request – Conference Room Equipment

Dear Supplier,

We are planning to set up a new conference room at our Noida office and are exploring suppliers for the required equipment.

Items Needed:

- Projector (HD, ceiling-mounted) – 2 units
- 65-inch LED Display Panels – 3 units
- Wireless Presentation Device – 2 units
- Audio System with Ceiling Speakers – 1 full set

Please share your commercial offer with unit pricing, delivery lead time, warranty coverage, and installation charges if applicable.

Kindly send your quote by July 10, 2025.

Regards,

Facilities Procurement Team

Vertex Solutions Pvt. Ltd.