

Subject: Request for Quotation (RFQ) - IT Equipment Upgrade

To: Vendor Sales Team

From: Procurement Department, Our Company

Dear Sir/Madam,

Our organization is planning an IT infrastructure upgrade and requires a formal quotation for the following equipment. This is a Request for Quotation (RFQ).

RFQ Reference: RFQ-IT-2025-007

Deadline for Submission: June 15, 2025, 5:00 PM IST

Requested Items:

1. Network Switches (Model X) - 50 units
2. Enterprise Servers (Spec Y) - 10 units
3. Workstation Desktops (Standard Config) - 200 units

Please provide your best prices, delivery lead times, and warranty information.

Contact: Jane Doe, jane.doe@ourcompany.com

Sincerely,

Procurement Team