

## REQUEST FOR QUOTATION - TEMPLATE

Date: \_\_\_\_\_ RFQ Reference: \_\_\_\_\_ From: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### REQUIRED ITEMS:

Item 1: \_\_\_\_\_ Specifications: \_\_\_\_\_ Quantity: \_\_\_\_\_ Unit: \_\_\_\_\_ Unit  
of Measure: \_\_\_\_\_ Total Cost: \_\_\_\_\_ Item 2: \_\_\_\_\_  
\_\_\_\_\_ Specifications: \_\_\_\_\_ Quantity: \_\_\_\_\_ Unit: \_\_\_\_\_ Unit of  
Measure: \_\_\_\_\_ Total Cost: \_\_\_\_\_ Item 3: \_\_\_\_\_  
Specifications: \_\_\_\_\_ Quantity: \_\_\_\_\_ Unit: \_\_\_\_\_ Unit of Measure: \_\_\_\_\_  
Total Cost: \_\_\_\_\_

### DELIVERY REQUIREMENTS:

Required Delivery Date: \_\_\_\_\_ Delivery Location: \_\_\_\_\_ Shipping  
Terms (CIF/FOB/DDP): \_\_\_\_\_ Special Handling: \_\_\_\_\_

### SPECIFICATIONS & CERTIFICATIONS:

Required Certifications: \_\_\_\_\_ Quality Standards: \_\_\_\_\_ Testing  
Requirements: \_\_\_\_\_ Documentation: \_\_\_\_\_

### COMMERCIAL TERMS:

Payment Terms: \_\_\_\_\_ Quote Validity: \_\_\_\_\_ days Currency: \_\_\_\_\_  
Total Project Value: \_\_\_\_\_

### NOTES & SPECIAL REQUIREMENTS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Issued by: \_\_\_\_\_  
\_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT QUOTATION BY:** \_\_\_\_\_