

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:

Authorized Signature: _____ Date: _____ Issued by: _____

PLEASE SUBMIT QUOTATION BY: