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| *For internal use only***Project Manager:** **Ref Number:**  | **Date:**  |

Background of your Company:

We are contacting you, as we require a service provider(s). This Request for Quotation (RFQ) is part of a formalised procurement process.

***PART A to be completed by the Purchaser. PART B, C, D to be completed by the Service Provider***

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| **PART A: Our Requirement** |

Specification of your requirements from potential Supplier:

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| --- | --- |
| **Date for return of this quotation request**  | 00/00/2022 *[at least 5 working days after date of issue]* |

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| **PART B: Service Provider Details**  |

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| --- | --- | --- |
| **Contact Name** | **Title** | **Organisation Name** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Telephone number** | **Address** | **Email address** |
|  |   |  |

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| **PART C: How will you meet our Requirements (identified in section A)** |
| Confirmation of items requested in Part A, which can be met by you, the Supplier. Please provide description of services, content and delivery (maximum 200 words). |
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| **PART D: Cost**  |

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| --- | --- | --- |
| **Service(s) (add additional lines if required)** | **Service Cost (£)** | **VAT Cost £ (if applicable)** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (must not exceed £24,999)** |  |

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| Please detail any assumptions in the costings that need to be explained:  |

This Request for Quotation (RFQ) is part of a formalised procurement process. The award will be made to the Service Provider(s) whose proposal is determined to be the most advantageous and provides the best value for money.

**Please return this completed form to (email address), quoting the Ref Number *[at the top of this form]* in the email title.**

Any questions concerning aspects of this RFQ should be emailed to (email address), quoting the Ref Number *[at the top of this form]* in the email title.

If unable to provide a quotation, could you please return this form and indicate the reason (email address), quoting the Ref Number *[at the top of this form]* in the email title.