



REQUEST FOR QUOTATION (RFQ)

RFQ No:

Date:

To:

Dear Sir/Madam,

1. Please give us your Price Quotation of the item(s) shown on the attached Price Quotation and order confirmation.
2. Please give your quotation to a member of our purchase committee using the price quotation/order confirmation Form. Enter prices in columns D and E or provide with your quotation form.
3. Your price must remain valid for the period of 30 days.
4. The goods will be collected from your shop; Services/works will be performed at the address in 8 below.
5. Goods must be currently in stock or available within two weeks, services/ works must be completed within Weeks of order confirmation.
6. Payment will be made in Cheque against your receipt on collection of the goods or completion of the services or work.
7. The item(s) will be ordered from the supplier who offers the reasonable price quotation which complies with the requirements of this request for quotation. Price quotation received in response to this RFQ will be made available for inspection on request.
8. For further information, please contact the undersigned on telephone

Cell No: +265 99 614 9649 / 990 528 706 / 887 185 458

Name: Grace Kanyenda
Purchase Committee Chairman

Signature:



We offer to supply the item (s) named below at the prices stated in accordance with your above RFQ.

SPECIFICATION OF GOODS/SERVICES

Item No	Description of Goods/ item{s}/ Services	Unit	Quantity required	Unit price	Total Price
	Solar installation set				
1					
2					
3					
4					
5					
6					

Delivery:

Delivered Within 1Week.

Signed by.....

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For the supplier

Name of the company/Person:

Address and Telephone: