



Procurement Solicitation Template

Request for Quotation (RFQ)

(For goods or services under the competitive quotation threshold — usually USD 300 to 5,000)

[Organization Name: _____]

REQUEST FOR QUOTATION (RFQ)

Reference No.: _____

Date: _____

Section 1: Introduction

[Organization Name] invites your company to submit a quotation for the supply/provision of the following goods/services as described below.

This procurement will be conducted in accordance with the organization's procurement policy and applicable donor regulations.

Section 2: Details of Requirements

Item No.	Description of Goods/Services	Unit	Quantity	Delivery Location	Delivery Deadline
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1

2

Additional Specifications (if any):

[Attach or describe specifications clearly.]

Section 3: Quotation Requirements

Please submit your quotation in the following format:

Item No.	Total Price (USD)	Delivery Period (Days)
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Validity of Offer: Minimum [30] days from submission deadline _____

Delivery Terms: [e.g., DDP – Delivered Duty Paid to (location)] _____

Payment Terms: [e.g., within 30 days after delivery and acceptance] _____

Section 4: Evaluation Criteria

Evaluation will be based on:

1. Price competitiveness
2. Compliance with technical specifications
3. Delivery time
4. Past performance and references

Section 5: Submission Details

Please submit your quotation:

- **By email:** _____
- **Or sealed envelope labeled:** *“RFQ No. [insert] – Do Not Open Before [insert deadline]”*
- **Submission deadline:** _____

Late submissions will be rejected.

Section 6: Required Documents

Suppliers must attach:

- Valid business registration certificate
- Tax compliance certificate
- Past performance references (at least two)
- Signed supplier declaration form (Annex I)

Section 7: Contact Information

All inquiries should be directed in writing to:

Procurement Officer: _____

Email: _____

Phone: _____

Authorized by:

Name: _____

Title: [Procurement Officer / Executive Director]

Date: _____

Annex I – Supplier Declaration Form

I, the undersigned, certify that:

1. The information provided is true and correct.
2. The company has not engaged in fraud, bribery, or unethical conduct.
3. No conflict of interest exists with [Organization Name].

Company Name: _____

Authorized Signature: _____

Date: _____