**Microsoft Word Non-Profit RFQ Template**

**COMPANY NAME**

|  |  |
| --- | --- |
| COMPANY ADDRESS |  |
| COMPANY PHONE |  |
| POINT OF CONTACT |  |

|  |  |
| --- | --- |
| REQUEST FOR QUOTATION NUMBER |  |
| FOR PROCUREMENT OF |  |
| FUNDED BY |  |
| ISSUE DATE |  |
| CLOSING DATE |  |

1. INTRODUCTION

|  |
| --- |
| Description |

(Company Name) is accepting quotations from suppliers for (description).

|  |  |  |  |
| --- | --- | --- | --- |
| LINE | ITEM | PRODUCT SPECIFICATIONS | QUANTITY |
| 1 | Description | Description | 0 |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. BUDGET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LINE | ITEM | UNIT COST (USD) | QUANTITY | TOTAL COST |
| 1 | Description | $0.00 | 0 | $0.00 |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **ADDITIONAL COSTS** |  |
|  |  |  | **SHIPPING AND HANDLING** | $0.00 |
|  |  |  | **INSURANCE** | $0.00 |
|  |  |  | **TOTAL BUDGET** | **$0.00** |

1. REQUIREMENTS AND CONDITIONS

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| --- |
| Description |

1. QUOTE SUBMISSION

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| --- |
| Description |

1. REJECTION OF AWARD

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| --- |
| Description |

1. ELIGIBILITY AND DISCLAIMERS

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| --- |
| Description |

1. COST OF PROVIDING QUOTES

|  |
| --- |
| Description |

1. CLARIFICATION AND AMENDMENTS OF REQUEST FOR QUOTATION

|  |
| --- |
| Description |

QUOTE SUBMISSION FORM

|  |  |
| --- | --- |
| RFQ NUMBER |  |
| ISSUE DATE |  |
| CLOSING DATE |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LINE | ITEM | UOM | UNIT COST (USD) | QUANTITY | TOTAL COST |
| 1 | Description | Description | $0.00 | 0 | $0.00 |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **QUOTE VALID FOR** | 0 Days |
|  |  |  |  | **TOTAL PRICE** | **$0.00** |

If applicable, indicate any deviations from the product, terms, conditions, etc., described in the RFQ.

|  |
| --- |
| Description |

|  |  |
| --- | --- |
| DATE |  |
| COMPANY |  |
| NAME AND TITLE |  |
| SIGNATURE |  |

ADDITIONAL REQUIRED CLAUSES

|  |
| --- |
| Description |

|  |
| --- |
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