

Project Name [Project Name]		Request For a Quotation (RFQ)	
Phase [Phase]			
Client [Client]	Proj. Mngr. [PM]	Date of RFQ	[Click here to enter a date].
Client's Rep. [Client's Representative]			
Contractor [Contractor]		Requester	Marc Arnecke, PMP
Sub-Contract. [Sub-contractor]		RFQ No.	[Click here to enter no.]
This form shall be filled for all services or products acquired by [Company] from external sources.			
RFQ Closing Date	Click here to enter a date.	Contact for Techn. Queries	
Expected Delivery Start	Click here to enter a date.	Contact for Comm. Queries	
Expected Delivery End	Click here to enter a date.		
Delivery Address			
Goods or Service Description / Scope of Works			
Requester Signature		Date	

RFQ Terms and Conditions

- Supplier's response to this RFQ must be sent to [Company] via letter or E-mail to the attention of the requester, as specified above.
- Any quantity specified above is provided as a best estimate only. [Company] reserves the right to order the quantity that it requires.
- Prices shall be quoted in USD DAP (Delivered at Place) [Company] delivery address as indicated above, as per Incoterms 2010 and includes all charges related to freight, insurance and unloading the goods at [Company] destination. Title and risks remain with the Supplier until delivery to [Company] destination.
- Terms of payment shall be within 30 days from the receipt of supplier's invoice by [Company] accounts department.
- Supplier's quotation shall be valid for sixty (60) days from the date of supplier's submission.
- Price may or may not be the determining factor in supplier selection process. The award may be made to the supplier(s) whose quotation(s) is (are) determined to be of highest value in terms of quality and price.
- [Company] reserves the right to request the supplier(s) to demonstrate that adequate skills, equipment and resources are available for performance of the services.
- [Company] reserves the right to request any additional information that it deems necessary in order to make a decision on any quotation.
- [Company] reserves the right to reject any or all quotation(s) after evaluation. Rejection of all quotations will mean that [Company], in its own best interest at this time, has determined not to pursue the acquisition.
- Supplier(s)/Sub-contractor(s) who submits a quotation to [Company] in response to this RFQ must be licensed and certified as required by the laws of XXX.
- Any quotation not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.