



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

No: +265 990 528 706 / 887 185 458.

Name: Promise Msampha

Signature: _____

Purchase Committee Chairman

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.	QTY	Description of Goods/item(s)/Services Specifications	Unit cost	MWK Total costs
1		Temperature sensor		
2		Relative humidity and dew point sensor		
3		Rainfall gauge		
4		Barometric pressure sensor		

Delivery:

Delivered Within 2 Weeks from date of order.

Signed by: _____

For the supplier

Name of the company/Person:

Address and telephone:
