**SAMPLE REQUEST FOR QUOTATION**

Date:

Mr. XYZ

ABC (Pvt.) Limited

Subject: **Request for Quotes**

Dear Sir,

You are invited to quote for the supply of the following:

**Descriptions / Specification:**

**Quantity:**

**Delivery Deadline:**

**Delivery Place:**

**Deadline for Submission of Quotes:**

Please Note that:

* Quotes must be sealed in envelope.
* Fax quotes or quotes received after last date will not be accepted.
* PO reserves the right to reject any quotation(s) without assigning any reason.
* Please specify the validity of your quotes, along with any other terms and conditions.

Sincerely yours

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name & Signature:

**(In-charge Proc.)**

Name of PO

Address

UAN: ……………, Phone #: ………………

Fax: ……………………..

Website: [……………….](http://www.ppaf.org.pk)