

## **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

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Name & Signature:

**(In-charge Proc.)**

Name of PO

Address

UAN: ....., Phone #: .....

Fax: .....

Website: <.....>