

Invitation to Quote Letter

Supplier address information not required if using QuickQuote

"Insert date"

Dear Supplier

**INVITATION TO QUOTE FOR "(Insert name of service/goods)"
QUOTE Ref: "(Insert quotation ref)"**

You are invited by **"add organisation name"** to quote for the provision of **goods/services** detailed in the attached brief documentation. Your quotation must be received by **"Insert time, day and date"**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. **"add organisation name"** may undertake not to consider quotations received after that time.

"add organisation name" are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Eg Quality	X%
Eg Price	X%
Eg Technical Merit	X%

By providing us with a quotation you agree to be bound by **"add organisation name"** Terms and Conditions (**either attach terms and conditions or insert weblink**) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation To Quote should be addressed to **"add buyer contact details here"**

Yours faithfully

Add your name here
Job Title