

MERCY CORPS 'country name'

Address Line 1
Address Line 2

Request for Quotation



Quotation Due by (Date):

Name of supplier:

Registration or Tax Identification Number:

Date

PR No.

PR157032

Item	Qty.	Unit	Description	Price per Unit	Extended Price	Terms of payment	Delivery schedule	Warranty	Validity of offer	Origin of Goods
1	1	each	Crisis Analysis at Mercy Corps leverages data and analysis to support context-appropriate, conflict-sensitive, and forward-thinking responses to complex crises. Crisis Analysis provides insights into the contextual backdrop to our programming as well as timely, dynamic, and granular data and analysis. See the attached scope of work.							
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Insurance+Shipping+Handling

VAT ...%

TOTAL:

Delivery Address:



Additional information attached
(please check box if true)

If the specifications are different or more detailed than the ones listed in the RFQ, a separate written Quote must be provided by the vendor instead of this RFQ. The Quote must include at least all information requested in this RFQ.

Official Quote Provided By: (Address, Contact Information, Stamp and Signature) --- Supplier must provide Name/Title/Signature/Contact information and/or Stamp (or RFQ will not be considered) ---

Name:

Title:

Signature:

Stamp:

Contact Information (phone...):

For Mercy Corps use ONLY:



Verbal Quotation (check box if applicable)

(for Verbal Quotation, complete Names, Titles & Signatures on the right side)

Verbal quotation may be used only under specific circumstances (see FP3). The name, title and phone number of the supplier who communicated the quotation MUST BE WRITTEN by MC staff in the "Official Quote Provided by" cell. A Verbal quotation should NOT be signed by the supplier.

Collected by (staff 1):

Collected by (staff 2):

Approved by (Head of Operations):