

Request for Quotation



Quotation Due by (Date): 15-Mar

Name of supplier:	
Registration or Tax Identification Number:	

Date	PR No.
8-Mar-25	PR164566

Item	Qty.	Unit	Description	Price per Unit	Extended Price	Terms of payment	Delivery schedule	Warranty	Validity of offer	Origin of Goods
1	6	Month	Information Management Officer (IM) Consultant as per attached PD					/		/
2										
3										
4										
5										
6										
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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.	VAT ...%		☐ Additional information attached (please check box if true)
	TOTAL:		
	Delivery Address:	Al Jazeera.Sudan	

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):