**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12139&utm_source=template-word&utm_medium=content&utm_campaign=Nonprofit+RFQ-word-12139&lpa=Nonprofit+RFQ+word+12139)Microsoft Word Non-Profit RFQ Template**

**COMPANY NAME**

|  |  |
| --- | --- |
| COMPANY ADDRESS |  |
| COMPANY PHONE |  |
| POINT OF CONTACT |  |

|  |  |
| --- | --- |
| REQUEST FOR QUOTATION NUMBER |  |
| FOR PROCUREMENT OF |  |
| FUNDED BY |  |
| ISSUE DATE |  |
| CLOSING DATE |  |

1. INTRODUCTION

|  |
| --- |
| Description |

(Company Name) is accepting quotations from suppliers for (description).

|  |  |  |  |
| --- | --- | --- | --- |
| LINE | ITEM | PRODUCT SPECIFICATIONS | QUANTITY |
| 1 | Description | Description | 0 |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. BUDGET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LINE | ITEM | UNIT COST (USD) | QUANTITY | TOTAL COST |
| 1 | Description | $0.00 | 0 | $0.00 |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **ADDITONAL COSTS** |  |
|  |  |  | **SHIPPING AND HANDLING** | $0.00 |
|  |  |  | **INSURANCE** | $0.00 |
|  |  |  | **TOTAL BUDGET** | **$0.00** |

1. REQUIREMENTS AND CONDITIONS

|  |
| --- |
| Description |

1. QUOTE SUBMISSION

|  |
| --- |
| Description |

1. REJECTION OF AWARD

|  |
| --- |
| Description |

1. ELIGIBILITY AND DISCLAIMERS

|  |
| --- |
| Description |

1. COST OF PROVIDING QUOTES

|  |
| --- |
| Description |

1. CLARIFICATION AND AMENDMENTS OF REQUEST FOR QUOTATION

|  |
| --- |
| Description |

QUOTE SUBMISSION FORM

|  |  |
| --- | --- |
| RFQ NUMBER |  |
| ISSUE DATE |  |
| CLOSING DATE |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LINE | ITEM | UOM | UNIT COST (USD) | QUANTITY | TOTAL COST |
| 1 | Description | Description | $0.00 | 0 | $0.00 |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **QUOTE VALID FOR** | 0 Days |
|  |  |  |  | **TOTAL PRICE** | **$0.00** |

If applicable, indicate any deviations from the product, terms, conditions, etc., described in the RFQ.

|  |
| --- |
| Description |

|  |  |
| --- | --- |
| DATE |  |
| COMPANY |  |
| NAME AND TITLE |  |
| SIGNATURE |  |

ADDITIONAL REQUIRED CLAUSES

|  |
| --- |
| Description |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |