**QUOTATION TEMPLATE**

***Red text indicates where specific content needs to be amended***

Dear Sirs,

**Request for Quotation for *(enter subject matter)***

I write to invite you to provide a quotation for ***(enter top level definition of the goods/ services/ works required).***

Further details below.

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| **Specification of Requirement :**  ***(Enter your detailed requirement/ specification here. Alternatively you can attach a separate document)*** |

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| **Assessment of Quotations :**  A fixed price quotation is required, (*supported by a price breakdown including labour rates and hours* ***– delete if not required). (If a fixed price is not suitable/ appropriate, you will need to define what price type you are seeking)*** |

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| **Method Statement**  Please provide a detailed Method Statement in order to demonstrate how you intend to deliver the Council’s requirements. |

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| **Insurance Requirement :**  Bidders must also confirm the value of their insurance cover, noting that a MINIMUM ***of £XM public and £XM employee liability*** (where this applies) is required. If you do not currently have the appropriate level, please confirm that you are willing to obtain this if you are awarded the contract. |

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| **Standard Terms & Conditions applicable to this purchase:**  Please provide a copy of any Terms and Conditions that will apply. |

PROCEDURE

Please submit your quotation to Council in writing no later than ***xx.yy.zzzz,*** either by e-mail to ***insert e-mail address*** or by post to the address given below***.***

Your bid should remain open for acceptance for a minimum of ***(x)*** days ***(the Borough Council standard is usually 90 days but you can vary this).***

The Council is not bound to accept the lowest or any quotation received.

Acceptance of the quotation by the Council shall be in writing.

Yours sincerely

***(Name of person***

***Name of Council***

***Mailing Address)***

***Enclosures e.g.***

***(1): Purchaser Specification (if you want to issue this as a separate document)***

***(2): Map showing site of works / services required***

***etc.***