## ANNEX SUP 1: Simple Procedure Quotation Form

(For Procurement between EUR 0-9.999)

|  |
| --- |
| This note is for the Contracting Authority on how to complete this Request for Quotation: *Where you see <…> please enter information.*  *Options are marked* (Option:…)  *\*\*\*\**DELETE this Page prior to submitting the Request for Quotation*\*\*\*\** |

**QUOTATION FORM**

TO:

|  |  |  |  |
| --- | --- | --- | --- |
| <Name and address> |  | **Date of issue:** | <Date> |
|  | **Closing date:** | <Date> |
|  | **Procurement Plan Lot ref:** | <Enter lot ref> |
|  | **For further information, please contact the Contracting Authority:** | <Contracting authority>  Contact person: <Name>  Tel: <Number>  Fax: <Number>  E-mail: <Email> |
|  |  | **Please note that the Quotations may be sent by <post, fax, email or delivered by hand>.** | |

**<Name of Contracting Authority, country> invites you to submit a quotation for the following goods, in the below table**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | | **Unit** | **Qty** | **Currency <type >** | | **Latest**  **Delivery date** | **(Country of Origin**, if required) | **(After Sales/Installation**/  if required) |
| **Unit Price** | **Total Price** |
| 1 | <Description of Goods incl. full technical specifications> | |  | <qty> |  |  | <Date> |  |  |
| 2 | <Description of Goods> | |  | <qty> |  |  | <Date> |  |  |
| 3 | <Description of Goods> | |  | <qty> |  |  | <Date> |  |  |
| 4 | <Description of Goods> | |  | <qty> |  |  | <Date> |  |  |
|  | <Add extra lines as necessary> | |  |  |  |  |  |  |  |
|  | | **Total price for all items** | | | |  |  |  |  |
|  | | **Delivery** | | | |  |  |  |  |
|  | | **Value added tax (VAT)** | | | |  |  |  |  |
|  | | **Total price incl. VAT and Delivery** | | | |  |  |  |  |
|  | | **Validity of quotation <min 30 days>** | | | |  |  |  |  |

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Contractor** |  |
| Name of the company |  |
| Address |  |
| Telephone no. |  |
| E-mail: |  |
| Name of contact person |  |
| Date: |  |