

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF ENTITY:	DATE:
	REFERENCE:

Dear Boné International LLC Representative:

We kindly request you to submit your quotation for the products and/or services as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before [Deadline \(date\)](#) and via e-mail or courier mail to the address below:

Name of entity: Receiving quote	
Address of Entity: Receiving quote	
Attention: department / person name	
<u>e-mail address:</u>	

Quotations shall be submitted in English or duly signed and stamped and shall be marked with the note **“Reference number: Date”**.

Quotations submitted by email, must be directly from BONÉ INTERNATIONAL LLC., virus-free, and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Latest Expected Render Date and Time:	
Delivery Schedule:	
Preferred Currency of Quotation	
INCOTERMS:	

Deadline for the Submission of Quotation:	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	ENGLISH

Period of Validity of Quotes starting the Submission Deadline Date	<input type="checkbox"/> 30 days <input type="checkbox"/> 45 days <input type="checkbox"/> 60 days
Partial Quotes	<input checked="" type="checkbox"/> permitted
Payment Terms	<input checked="" type="checkbox"/> PAYMENT WILL BE DUE AND PAYABLE WHEN PURCHASE ORDER IS PLACED.
Type of Contract to be Signed	Purchase Order
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (Annex 1)
Contact Person for Inquiries (Written inquiries only)	

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of RFQ requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the terms and conditions of the Purchase Order.

Thank you and we look forward to receiving your quotation.

Sincerely,

Name

(Entity Seals)

Terms of Reference

A. Deliverables and Indicative Timeframe

Quantity	Deliverable	Model no. (equivalent)	Other Details

Confidentiality statement

All data and information received by the parties to this RFQ and their suppliers shall to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties, including In Country Sales Agents without the expressed advance written authorization of Boné International LLC.

Name

(Entity Seals)