

Procurement Quotation Template

Supplier Name:

Contact Person:

Company Address:

Contact Number:

Email Address:

Date:

Quotation Ref. No.:

Validity (Days):

Quotation Details

Item Description	Unit	Quantity	Unit Price	Total Price	Delivery Period	Remarks

Terms and Conditions:

Prepared By:

Date:

Supplier Signature & Stamp:

Date:
