

REQUEST FOR QUOTATION

Company/Individual Name:					
Business address:					
Telephone		Fax		Email	

Dear Sir/Madam,

On behalf of Centre for Peace and Development Initiatives (CPDI) Pakistan, you are requested to provide the sealed quotation for supply of the following items on or before **11th Mar 2013** from the date of receipt of this request.

We will appreciate if you post your quotation to our Procurement Unit on below mentioned address,

The quotation will be valid for 15 working days after receipt.

At your convenience you can use your own format or you provide your quotation filling out the Unit price quotation column, signing/stamping this requisition.

All applicable taxes inclusive in price. Please, also mention quotation validity and delivery time.

The quotation must be provided with complete required specification.

S.NO	ITEMS / SPECIFICATION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Quick book 2011 Premium (Non Profit Organization)	No	1		
	User = 4 Person				
	2 day training for four person				
	Designing of reports				

Delivery location: CPDI Office, House # 409-B, Main Nazim ud din Road, Sector F-11/1, Islamabad.

Delivery time: Within one week delivery require



PROCUREMENT SECTION
Name, Signature
Phone # 051-2101594, 2108287

SUPPLIER
Name, signature, stamp