

Sample Quotation Letter

Situation: A tender document has been uploaded on the website of Ajis private Ltd company. They require 25 phones in all; 5 phones each of a specific brand. The details are:

Vivo T1
Oppo Reno 7
Samsung Galaxy F 12
Apple i phone SE 3
iQ00Z3

You organization has decided to participate in the bid. Hence, your organization will draft a quotation letter.

Sender's Address

Date

Receiver's Address

Subject: Quotation for Mobile Phones

Dear Sir,

With reference to the tender document no GHO/PUR/231 uploaded on your company's website, we would like to quote the following prices for mobile phones:

Sr.No	Mobile Brand and Model	Price Quoted per piece in Rupees
1	Vivo T1	15,550
2	Oppo Reno 7	28,5550
3	Samsung Galaxy F 12	9,450
4	Apple i phone SE 3	45,990
5	iQ00Z3	10,000

The above quoted price includes GST. All terms and agreements of supply and payment are agreeable to us. We look forward to hearing from you.

Regards

