Attachment 1: Quotation Cover Sheet

***Instructions:*** *Fill in the information requested highlighted in yellow below and include it in your submission.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HI RFQ No.:** | | | | **RFQ Number** | | |
| **RFQ Title:** | | | | **The title of the activity of the RFQ** | | |
| **Submission Date:** | | | | **Month/Day/Year -Time AM/PM – Time Zone** | | |
| **Vendor Contact information** | | **Name** | | **Insert here** | | |
| **Title** | | **Insert here** | | |
| **Email** | | **Insert here** | | |
| **Phone** | | **Insert here** | | |
| **Address** | | **Insert here** | | |
| **Persons authorized to negotiate for Vendor** | | **Insert Name, title, and contact information** | | |
| **Line-Item NO.** | **Product or Service** | | **Specifications (attach full specifications and warranty information)** | **Unit** | **Qty** | **Quoted Price** |
| **1** | **Insert here** | | **Insert here** | **Insert here** | **Insert here** | **Insert here** |
| **2** | **Insert here** | | **Insert here** | **Insert here** | **Insert here** | **Insert here** |
| **Validity Period of Offer** | | | **Insert here** | | | |
| **Payment mode and conditions** | | | **Insert here** | | | |
| **Estimated Delivery Date** | | | **Insert here** | | | |
| **Vendor Agreement** | | | | | | |
| By signing this Quotation, Vendor hereby certifies to the currency, accuracy and completeness of all pricing information, technical data, delivery dates, representations and certifications included in their quotation as well the acceptance of all of the terms and conditions set forth in this RFQ/Solicitation. HI reserves the right to make an award on the basis of this information and proposal without further discussions. | | | | | | |
| **Signature:** | | | | | | |
| **Name and Title:** | | | | | | |
| **Date:** | | | | | | |