

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: