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Lao People's Democratic Republic

Peace Independence Democracy Unity Prosperity

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Insert Name of Ministry/Province

Insert Name of Procuring Entity

Insert Name of Project No.

Insert Contract No. Date:

**Request for Quotation**

To: Name and Address of the Supplier

1. [*Insert Name of implementing Agency/Procuring Entity*] will apply the National Budget for [*FY*] or [a part of a Grant or Loan from *donor*] to finance the procurement of [*Name of the Non-Consulting Services*] under this Request for Quotation.
2. [*Insert Name of Procuring Entity*] invites you to submit a sealed Quotation for the supply of [*Insert Name of Non-Consulting Services to be procured*]. The delivery period is [*Insert number of* *days/weeks/months*].
3. Bidding will be conducted through Request for Quotation procedure specified in the Law on Public Procurement No. 30/NA, dated November 02, 2017 and the Instruction on the Implementation of the Law on Public Procurement, No. 0477/MOF, dated February 13, 2019
4. The Quotation shall be delivered before [*Time and date*] to [*address]*, and all Quotations will be opened at [*Time and date*] in the presence of the Tender Committee and the Bidder’s representatives who choose to attend

Signature of authorized person and stamp

Name and Surname, Tel./Email