To whom it may concern,

Our company…………………………………………………writes to invite quotations from you in respect of the following products / service -

|  |  |  |
| --- | --- | --- |
|  | **Product / Service**  | **Unit / Quantity**  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

(Please insert additional rows if necessary.)

2. Please complete the quotation form attached to this letter/email. The completed form, either bearing the authorized signatory or company chop, shall reach us on or before xx.xx.2022 by email or fax. Our contacts are provided herewith -

Email address:…………………………………………………

Fax no.:…………………………………………………

3. Please call at should you have any enquiries re this quotation invitation.

Company chop/ Authorised signatory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorised Person (if applicable)

Name of Applicant Company

Date

**AAA Company Limited**

1

**Quotation**

2

Quotation no.: ABC20210901

4

Date: 04/09/2021

To: (Applicant’s full company name)

5

Address: (Applicant’s company address)

6+

3

Project Name and Location: (Full project name and location)

Item Description Qty Unit Price Amount

1 XXXXXXXXX (full product name, 2 nos. HK$19,391.00 HK$38,782.00

license mode and period (where applicable)[[1]](#footnote-1)

9

98

8

(e.g. 1-year subscription/ permanent,

 (CITF Pre-approved Code: PBS18-002)

7

 **Total: HK$38,782.00**

9

**Remarks:**

10

* **This quotation is valid for 60 days.**

**AAA Company Limited For and on behalf of the Buyer**

12

11

Authorized Signature Company Chop & Signature

 Date:

**Sample Quotation for CITF Funding Application**

**Notes:**

1. Vendor’s full name should be provided in the Quotation.
2. Quotation no. should be provided in the Quotation for cross reference against the invoice.
3. Full quotation date should be provided in the Quotation.
4. The addressee should be the applicant. The full name of the addressee provided shall be the same as that shown on the applicant’s Business Registration Certificate and the CITF funding application form.
5. Full company address of the applicant should be provided in the Quotation.
6. Full project name and location shall be provided in the Quotation.
7. For Pre-approved item, applicant should directly quote the item description from the Pre-approved List and provide its corresponding Pre-approved Code.
8. The unit of the quantity shall be provided unless the product description is self-explanatory.
9. The Quotation shall provide itemised unit prices and the total sum with applicable currency denominated.
10. The validity period of the quotation shall be provided and it is advised that the validity should be at least 60 days (from the date of CITF submission) in view of the required application procedures.
11. Vendor’s company chop or signature of authorised representative shall be provided in the Quotation.
12. Applicant shall submit the funding application before ordering products or services. Signed quotation is considered as a valid order and no retrospective approval will be granted for the item listed in the order (except for funding applications on hiring Specialist MiC consultant, procuring MiC modules and procuring/ renting MiC specific construction plant).
1. For license mode, please specify the license period including the rental start date, end date and total rental months. [↑](#footnote-ref-1)