

Official government procurement confirmation

Subject: Official Confirmation of Quotation - RFQ No. [Reference Number]

To: [Vendor Name]

From: [Department/Agency Name]

This letter constitutes our formal acceptance of your quotation submitted in response to Request for Quotation No. [RFQ Number] dated [Date] for [Description of goods/services].

CONFIRMATION DETAILS:

Quotation Reference: [Quote Number]

Vendor Registration: [Registration Number]

Contract Value: \$[Amount]

Delivery/Performance Period: [Timeframe]

Terms: Net [Number] days

Compliance Requirements: As specified in RFQ documents

Your quotation has been evaluated and found compliant with all specified requirements. This confirmation is subject to successful completion of all pre-award procedures including verification of credentials and insurance coverage.

Please acknowledge receipt of this confirmation within 48 hours and provide your estimated commencement date. The formal contract documents will follow within [Number] business days.

For any clarifications, contact the undersigned procurement officer.

Officially,

[Procurement Officer Name]

[Title]

[Department]

[Official Contact Information]

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