**ANNEX GEN 1-2:** **Guidance to suppliers and candidates on how to fill in the Request for Quotation (SUP 2) OR Request for Proposal (SER1, SER2, WOR1)**

<Date>

Dear Sir/Ms/Mrs,

We are happy to inform you that you are invited to participate in a tender procedure for the delivery of <Enter Supplies/Services/Works> to the <Enter name of Project, Organization, Country>. We hope very much you will participate in the tender procedure and submit a quotation.

This letter is to assist you on filling in the Request for Quotation (RFQ) you have just received.

Please follow these guidelines when you fill in the RFQ.

* Read the document carefully.
* Make sure you fill in all the required details in the Quotation Submission Form on page <Insert>.
* Make sure you submit all the required documents when you submit the RFQ.
* Make sure you submit the entire RFQ from page <Insert> to <Insert>. If you wish to keep a copy of the RFQ please copy/scan it or ask for a copy after submission.
* Make sure you fill in the right information, sign and stamp on page <Insert> in the RFQ before submission.
* Make sure you submit the RFQ before the deadline <Date and time> and make sure you submit the RFQ as described in the top box.

Don’t hesitate to contact us if you have any questions in regard to this RFQ and we will assist you the best we can.

We are looking forward to receiving your Quotation.

Best regards,

<Name>

<Signature>

<Date>

<Enter name of project, Organization, Country>.