

Request for Quote

Dear Sir/ Madam

Our organisation is preparing an application for funding.

You/your business may have the relevant expertise and services that we need.

We have set out details of what we need on the table below (our specification).

We would be grateful if you could please provide us with a quote for your services by completing and returning this email to us with details of your prices.

Our Specification (what we need a price for)

About our project	Two women's groups (Ballyandrew Womens Group, Ballyvillage, BT80 8HU and Castlecoe Womens Group, Castle Coe Castle BT80 7PH) coming together to network, collaborate and engage on a cross community basis
The expertise and services we need	<ul style="list-style-type: none">• 40 people travelling• Require overnight stay (B&B) – 20 twin rooms• 2 course evening meal with tea/coffee for 40 people• Mid week stay• Anticipated arrival October 2026
The quantity we need (units)	Provide: <ul style="list-style-type: none">• Cost per twin room B&B• Cost per person for evening meal with tea/coffee

Quote (what you charge for your services -external supplier to complete)

Name/Business Name:	
Contact details:	
Price for services:	
Total price (ex. VAT):	
VAT amount:	
Total (incl. VAT):	
Note of any specific terms or conditions that apply	

Who to contact if you have any queries in relation to providing a quote

<Include contact details of who to contact in the event of any queries>

Note: The request is for the purpose of a price check only and does not constitute a tender or commitment to purchase.