



Request for Quotation (RFQ) TEMPLATE - Interactive Technology

In order to streamline all Interactive Technology Provisioning Documentation, Massey University requires all quotations provided in response to the issuing of any formal Request for Quotation (RFQ) to use the spreadsheet template detailed.

The editable, Excel, Quote Template supplied as an attachment **must** be used by the contractor. It must not be presented in any un-editable format such as .pdf.

Important Notes:

1. When expanding the rows as required please ensure the formula in column E is 'filled' down as well. Other formulas will automatically adjust for expansion.
2. The text in the **Description column** of the quote must be **limited to 40 characters**
3. The text in the Description column will be reviewed by Massey in conjunction with the contractor upon acceptance of the quote.
4. The agreed Description text and quantities will then be entered in the Massey Finance System for tracking all the way through from the works order, through receipting to invoicing.