**Community Planning Implementation Fund (CPIF)**

**Request for Quote Template**

 This document is intended to accompany a request for a quotation (for two suppliers or more) for a Community Plan project. This is a guide only.

Title

Background

[Briefly explain the context and what’s required]

Details / Specification

Summarise the extent of the project and limitations

* What does it need to include i.e. supply goods, installation, concept plans.

Outcomes

[Outcomes to be delivered as part of the project]

Risk Management

[Are there any requirements for risk management that need to be considered?]

Timetable

[Is there a requirement for when the work has to occur? Include an indicative timetable of timeframes for the project including when a decision will be made]

Appendix / Documentation

[Details of any drawings etc.]

[Reference other documents if applicable, such as required standards]