

# Supply Inquiry Form

Use this **Supply inquiry form** sample to streamline government procurement processes efficiently. It ensures accurate data collection and compliance with official requirements. Simplify vendor communication and procurement decisions with this standardized template.

1. Agency/Department Details

Agency/Department Name

Contact Person

Email Address

Phone Number

2. Vendor Information

Vendor Name

Vendor Contact Person

Vendor Email

Vendor Phone

3. Supply Details

Item Description	Specification	Quantity	Unit	Expected Delivery Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Additional Information

Special Terms or Conditions

**Attachments (specifications, certifications, etc.)**

Choose File

No file selected

Submit Inquiry

Reset