

OLYVENRA BUSINESS PLATFORM

Request for Quotation Form

Editable intake template

Strategic procurement, market access and group governance

Document code	OV-FRM-002
Version / effective date	1.0 / 29 July 2026
Classification	BUSINESS FORM
Document owner	OLYVENRA LTD - Corporate Governance

Document purpose

To collect consistent information for initial qualification, technical review, compliance screening and commercial response.

Scope and use

Complete all applicable fields. Attach supporting evidence. Submission does not create an obligation to quote, onboard or transact. Additional information and independent verification may be required.

Prepared by	Corporate Governance	Approved by	Director
Review cycle	Annual or on material change	Next review	July 2027
Record status	Controlled master	Language	English

Requester

Organisation	
Contact	
Email	
Telephone	
Billing country	
Delivery country	

Requirement

Item/service description	
Manufacturer / brand preference	
Part number / specification	
Quantity	
Required delivery date	
Delivery location	
Incoterm preference	
Budget or target price (optional)	

Technical and compliance

Intended use	
End user	
Required certificates	
Regulatory requirements	
Export-control classification if known	
Attachments / drawings	

Commercial

Quotation validity needed	
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Payment preference	
Warranty expectations	
Installation/training requirement	

Authorised signatures

Organisation / party - Party 1

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