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| Recipient  Postal adress  Zip code |

Date: x.xx.2015

Inquiry on (Purchase)

(Faculty/Museum/Centre) will possibly be purchasing (DESCRIPTION), and has therefore worked out this inquiry.

Please note that at this stage we are kindly requesting your preliminary offer, to establish budgets and timeframes. Therefore the quotation has to be non-binding and only include a recommended price.

In case the funds for this purchase will be granted, the University of Oslo will subsequently perform a full tendering process, in accordance with the Norwegian Act on Public Procurement (“Lov 16. juli 1999 nr. 69 om offentlige anskaffelser”).

In spite of this uncertainty we ask for your best offer for the purchase described below by (Date).

Possible questions can be sent to the undersigned by e-mail: (navn@navn.no).

We thank you for your interest.

Sincerely yours