

# UNIVERSITY OF ARKANSAS

## OFFICIAL BID QUOTE REQUEST FORM

### INSTRUCTIONS TO BIDDERS

**Please complete, sign and return this form with your bid.**

Please provide bid quotes on the following services/item(s). **See attached minimum specifications.** If bidding a manufacturer name and/or part number other than those listed, you must provide the alternate brand name and part number. Also, indicate any change in container size or standard package from that specified.

Quotes must include all freight charges for material to be delivered F.O.B University of Arkansas, Fayetteville, AR, 72701 or other address specified in request. Do not include local or state taxes in bid price. Discounts should be deducted from the unit price and net price should be shown in the quote.

Awards will be on a per item or an all or none basis, whichever is more advantageous to the University. The University of Arkansas reserves the right to decline any and all bids based upon the experience and qualifications of the company.

If you have questions, please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

To be considered, your quote must be completed and \_\_\_\_\_ to \_\_\_\_\_ no later than:  
(Contact Information)

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **A.M./P.M. CST**

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Sales Person: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Delivery: Within \_\_\_\_\_ days after receipt of order.

Total Bid Service/Item Amount: \_\_\_\_\_  
Total Tax: \_\_\_\_\_  
Total Shipping Amount: \_\_\_\_\_  
**TOTAL BID AMOUNT: \_\_\_\_\_**

*Thank you for your time and consideration in this matter.*