



**OFFICIAL BID QUOTE REQUEST FORM**

**INSTRUCTIONS TO UAF DEPARTMENTS:**

**Requests must be sent to a minimum of three (3) potential bidders.**

**UA Department Contact Information**

Name:

Email:

Phone:

**Bid Due**

Date

Time (CST):

**Minimum Specifications:**

Item	Description	Qty

**Other Minimum Specifications:**



**OFFICIAL BID QUOTE REQUEST FORM**

**INSTRUCTIONS TO BIDDERS:**

**Please complete, sign, and return this form. You may use the table below for your quote or attach a quote.**

- Bid according to minimum specifications stated on page 1 or the functional equivalent.
  - If you quote an item and/or part from another brand than those listed in the minimum specifications, you must provide the alternate brand name and part number.
  - Indicate any change in container size or standard package from that specified in the minimum specifications.
- Quotes must include all freight charges for material to be delivered F.O.B Destination, University of Arkansas, Fayetteville, AR, 72701 or other address as specified in minimum specifications.
- Do not include local or state taxes in bid price.
- Discounts should be listed in the quote separately from the unit price and deducted from the net price.

*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.*

**Bid Quote**

Item	Description	Qty	Unit Price	Discount (\$ or %)	Total Price \$
				Shipping/Handling \$	
				<b>GRAND TOTAL \$</b>	

**Anticipated Delivery:** Within \_\_\_\_\_ days after receipt of purchase order.

**Bidder Information/Signature**

Bidder/Company Name	
Mailing Address	
City, State & Zip	
Authorized Signature	
Name & Title	
Date	

**To be considered, this form along with your bid quote and other applicable information must be completed and emailed to the UA Department Contact by the Due Date/Time as listed on page 1.**