

OFFICIAL BID QUOTE REQUEST FORM

# INSTRUCTIONS TO UA DEPARTMENTS:

* **UA Department Contact:**

Name: Email: Phone:

# Bid Due:

Date: Time: CST

* Attach to this form the minimum specifications of your request.
* Requests must be sent to a minimum of three (3) potential bidders.

# INSTRUCTIONS TO BIDDERS:

* **Please complete, sign and return this form with your bid quote.**
* Provide bid quotes for the attached item(s)/service(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 Destination, University of Arkansas, Fayetteville, AR, 72701 or other address as 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 show 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.

**Bid the following according to minimum specifications or functional equivalent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **\*Description** | **Qty** | **Unit Price** | **Discount****($ or %)** | **Total Price** |
| **1.** |  |  |  |  | **$** |
|  | **Shipping/Handling** |  |  |  | **$** |
|  | **GRAND TOTAL** |  |  |  | **$** |

Anticipated Delivery: Within days after receipt of 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 above.