

INFORMAL QUOTE BID

Commodity Description	General description of what is being requested	Quote Submission Deadline	[Date], [Time], EST
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UT Chattanooga Requestor Contact Information			
Name:	[enter your name and contact info]	Phone:	
Fax:		Email:	

Bidder Instructions:

- To be considered, your quote must be completed and returned by email no later than the bid submission deadline listed above.
- Must provide a Certificate of Insurance for UTC Risk Management to review.
- Please provide bid quotes on the following services/item(s). **See attached item 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 Tennessee at Chattanooga, 615 McCallie Ave, Chattanooga, TN 37403**, 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 Tennessee at Chattanooga reserves the right to decline any and all bids based upon the experience and qualifications of the company.
- The vendor must complete the Vendor Information section below to be considered.

Vendor Information	
Company Name:	_____
Name (type or company):	_____
Address:	_____
City:	State: _____ ZIP Code: _____
Telephone Number:	Fax Number: _____
<input type="checkbox"/> Not Applicable <input type="checkbox"/> African American Owned <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Woman Owned	
Minority Designation: <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service-Disabled Veteran	
GoDBE Minority Certification #:	Service-Disabled Veteran Certification #: _____
Signature: _____	Date: _____
Business Designation (check one): Individual [<input type="checkbox"/>] Sole Proprietorship [<input type="checkbox"/>] Public Service Corp [<input type="checkbox"/>] Partnership [<input type="checkbox"/>] Corporation [<input type="checkbox"/>] Government/ Nonprofit [<input type="checkbox"/>]	

Item Specifications or Scope of Work

Enter item specifications or scope of work needed to be performed.

This requirement is satisfied by one of the following: 1) obtaining three informal quotes, 2) Use an existing Purchasing Agreement, 3) Use a State, Cooperative Contract, or GSA.

Informal Quote Pricing Sheet

All charges **should** be included on the Informal Quote Price Sheet(s) which includes all associated costs (including but not limited to delivery, freight etc.) for the goods or services being bid. Do not include sales taxes in unit prices. Bid pricing should be valid for 30 days following Informal Bid opening to allow sufficient time to tabulate and evaluate bid responses.

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
<i>Example</i>	<i>Vacuum Cleaner</i> <i>Brand Bid: _____</i> <i>Model Bid: _____</i>	<i>2</i>	<i>each</i>		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
				Grand Total:	