Bid Number:_____

BID QUOTE WORKSHEET

Prices Obtained By:_____ _____

Signature……………………………………….Date

	Quote #1	Quote #2	Quote #3
Supplier Name			
Supplier Address, City, State, Zip			
Person Contacted			
Phone Number			
Fax Number			
Certified Small Business	Yes #_____No_____	Yes #_____No_____	Yes #_____No_____
Disabled Veteran	Yes #_____No_____	Yes #_____No_____	Yes #_____No_____

Ask the following questions, including shipping instructions when obtaining price quotes:

	Quote #1	Quote #2	Quote #3
Date Quote Received			
Date Quote Expires			
Discount Offered			
Warranty Period			
Delivery Date			

Line #	Description	Qty	Unit $	Extension	Unit $	Extension	Unit $	Extension
1.								
2.								
3.								
4.								
5.								
6.								

Small Business Preference: State agencies shall apply bidding preference equal to 5% of the lowest responsible bid, if the low bid is submitted by a large business. This applies to **certified small businesses**, visit the PD web site at www.pd.dgs.ca.gov/smbus.
How to Calculate Small Business Preference: 1) Compute 5% of the lowest large business; 2) Subtract that amount from the small business bid. If the 5% deduction from the certified small business bidder's bid is equal to or less than the lowest responsive and responsible large business bid, the purchase shall be awarded to the small business. Note: This does NOT alter the small business bidder's bid amount for award. (See Delegation Guidelines for an example.)

		Quote #1		Quote #2		Quote #3
[ ]	FOB Destination, Freight Prepaid	$		$		$
	Price of freight included in cost of commodity – no additional freight charges added by vendor. State does not own goods during shipment.					
[ ]	FOB Destination, Freight Prepay and Add	$		$		$
	Seller prepays freight and adds cost to the invoice. State accepts responsibility for freight upon delivery. Cost of freight must be noted and added in price extension – call Transportation Management Unit at (916) 376-1888 for best rates.					
[ ]	FOB Origin, Freight Collect	$		$		$
	State accepts ownership responsibility for merchandise at the Seller's dock and pays freight charges. This is not a suggested method, if used Transportation Management Unit must be called at (916) 376-1888. Cost of freight must be noted and added in price extension.					
Subtotal						
Less 5% Small Business Preference						
Total Quote (Tax is not an evaluation item, add tax to the Purchase Order)						

(Rev. 01/08/2009)