

## REQUEST FOR QUOTATION [*Example*]

The University of South Alabama will receive sealed bids on the items shown on the attached. Sales and use tax are not to be included in bids. The University of South Alabama is a state education institution exempt by law from payment of such taxes.

Include illustrations and descriptive literature on any proposed substitution and your best delivery promise.

Since circumstances might prevent the University from taking advantage of a cash discount, we ask that you not include one as part of your bid. It cannot be considered in comparing prices.

All bids must conform to the minimum federal and state of Alabama regulations with respect to bidding, discrimination, wage rates, conflict of interest, etc.

The right is reserved to purchase all or part of the material listed, and to reject any and all bids. Quotations made must be firm for 30 days unless otherwise stated as a part of your quote.

In most cases the vendor receiving the award will be required to provide a performance bond in the amount of the expected expenditure. A disclosure form of relationship between contractors/grantees and employees/officials of the University will also be required.

In a request for a construction project involving \$50,000.00 or more, a State of Alabama general contractors license number must be on the outside of the envelope containing the vendor's bid.

Address Bid To:      University of South Alabama  
                         Purchasing Department  
                         60 Administration Building  
                         Mobile, AL 36688-0002

MARK ENVELOPE:

Yours Truly,  
Purchasing Agent

## Request for Quotation – Page 2 [Example]

ORBITAL SHAKER

BID NO. 4020301

Quotations, F.O.B. University of South Alabama, are requested for an Orbital Shaker as specified below. A brand name and model number are provided for descriptive and comparative purposes. Manufacturers meeting or exceeding the specifications for this shaker will be acceptable.

One Lab Line 3528-5 Environmental Orbital Shaker.

One piece, molded construction with large acrylic cover  
for unobstructed viewing of shaking chamber.

Shaking speed: 40-500 orbits/min.

Orbit Motion:  $\frac{3}{4}$ ".

Motor 1/15 HP.

Power 120V, 50/60 Hz, 600 Watts.

Dimensions: 73.6L x 75D x 54HCM.

Cost \$ \_\_\_\_\_

Direct all inquiries to:

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Company Name

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Representative & Telephone No.