

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. [We are seeking quotes only and not making a binding commitment.](#)
- 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 print): _____		Email: _____	
Address: _____			
City: _____		State: _____ ZIP Code: _____	
Telephone Number: _____		Fax Number: _____	
Signature: _____		Date: _____	
Business Designation (check one):	Individual [] Partnership []	Sole Proprietorship [] Corporation []	Public Service Corp [] Government/ Nonprofit []

Item Specifications or Scope of Work

Enter item specifications or scope of work needed to be performed. Specifications must include requirements for specific shipping/delivery dates, design, installation, warranties, and maintenance requirements "As Needed". Departments must ensure each informal bid for a particular item or service contain the exact same specifications. Departments must not modify the specifications after sending the specifications. Once the department receives 3 responses, the department must submit all relevant documentation to the applicable Procurement Services department through the requisition process.

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/shipping, design, installation, warranties, and maintenance*) for the goods or services being bid. Do not include sales taxes in unit prices. Bid pricing should be valid for 30 days following the 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:					