**Agency Name**

**RFQ0****####**

**Title of RFQ**

# Purpose

Agency is requesting quotes for description of commodity or service, as further detailed below.

The contact for this RFQ is:

Name of RFQ Lead, Agency

Phone

Fax

E-mail

# Background

If needed otherwise remove this section

# Time lines

Quotes Due (by 5:00 p.m. MT) Due Date

If needed add: DELIVERED (and INSTALLED) within # days/weeks ARO (after receipt of order)

# Specifications or Business and Scope of Work if for services

*See* **Exhibit A**

You may list specifications in this space, without a separate Exhibit, if they are short

Contractor will deliver commodity, FOB Destination, location on or before date or as coordinated with the Agency contact. Agency contact for delivery is:

Agency Contact name

Phone

Fax

E-mail

# Award Basis and Term, if a term contract

Award will be made to the responsive responsible vendor with the lowest Total Cost, as provided on **Exhibit B, Price Sheet**.

If this will be a term contract add: The term of the resulting contract will be ## year(s), with ## optional renewals of ## year each, upon mutual agreement of the parties.

# Response

Enter your Total Cost on **Exhibit B**, Price Sheet, and fax, e-mail, mail, hand-deliver/courier or submit your quote via IPRO [(IPRO LOGIN)](http://purchasing.idaho.gov/information-for-vendors/ipro-epurchasing-system/ipro-login/) so that it is received at Agency location specified on the Signature Page [or enter location for receipt of quotes: physical address, fax #, e-mail address] prior to the deadline established above.

Quotes submitted by any means other than IPRO must be accompanied by a signed State of Idaho Signature Page.

Quotes must include all **Required Submittal Items** (*See* below).

If submitting via IPRO enter your Total Cost on Exhibit **B** AND in IPRO, and UPLOAD **all Required Submittal Items.**

|  |  |
| --- | --- |
| **List of Attachments** | **Required Submittal Items** |
| Exhibit A – Specifications  Exhibit B – Price Sheet  State of Idaho Signature Page  Technical Drawings  [Modify this list to fit your RFQ] | Exhibit B – Price Sheet  State of Idaho Signature Page (for manual submissions)  Questionnaire  Warranty Information  Engineer’s Drawings  [Modify this list to fit your RFQ] |

**Exhibit A**

**RFQ0****RFQ Number**

**Specifications for** **commodity [or Scope of Work (for** **services)]**

**Exhibit B**

**RFQ0****RFQ Number**

**Title**

**Price Sheet**

This Price Sheet must be submitted with your quote, whether the submission is manual or electronic through the Idaho eProcurement System (IPRO).

Name of Vendor:

If appropriate -Commodity offered/manufacturer/model no.:

Provide your TOTAL COST [use unit pricing/fully burdened hourly rates/etc. as appropriate to the purchase] for commodity or service, meeting the specifications outlined in **Exhibit A**. Your TOTAL COST must be fully burdened to include all costs associated with providing commodity or service meeting the required minimum specifications, including delivery FOB Destination agency location, Idaho and installation/implementation/other requirements/etc.

TOTAL COST for Commodity/Service: $

or provide a cost structure/table for unit prices and extended prices, as appropriate

Optional: If awarded the contract, will you meet the time line for delivery specified in Paragraph 3 of this RFQ?

YES \*NO

\*A ‘NO’ response may disqualify you from consideration for award. If a longer delivery time is required, please provide an explanation:

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Provide your approximate delivery: days ARO

Company Name:

Contact Name/Phone:

Contact E-mail: