**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 ([http://purchasing.idaho.gov](http://purchasing.idaho.gov/)) 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 servicemeeting 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: