

Request for Quote

Quote Number:		Quote Title:	
Date Issued:		Procurement Officer:	
Deadline for Questions:		Telephone:	
Closing Deadline:		E-mail:	

SUBMISSION INSTRUCTIONS

Responses may be submitted using any of the delivery methods listed below. Responses must be received by the Purchasing Agency by the Closing Deadline. Vendors assume the risk of the delivery method selected.

Late responses will be rejected.

Mailing/Delivery Address: Submit response to the address listed to the right. Contact the Procurement Officer to confirm receipt.	Number: Closing Deadline: Purchasing Agency: Address: City, State, Zip Code:
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Emailed or Faxed Responses Allowed: Responses may be emailed or faxed directly to the Procurement Officer.

BIDDER INSTRUCTIONS

1. Contact the Procurement Officer as soon as possible with any questions related to the solicitation. A solicitation amendment will be issued if changes are made to this solicitation.
2. The Purchasing Agency must receive the response by the closing deadline. Late responses will be rejected.
3. The vendor assumes the risk of the response delivery method selected. Contact the Procurement Officer to confirm receipt.
4. The State does not pay sales tax. Contact the Procurement Officer for the tax exemption number and certificate. (State sales tax exemption #: E-2001. Federal Employer Identification Number 45-0309764.)
5. Prices must be delivered prices (F.O.B. Destination). The successful vendor must pay all transportation and handling charges, and file any claims with the carrier for breakage or other losses.
6. Prices must be based upon the specified unit of measure. In the event of mathematic differences between the unit price and extended total price, the unit price will prevail.
7. Award will be made to the lowest responsible vendor considering conformity with specifications, terms of delivery, quality, and serviceability. Responses that do not meet specifications and solicitation requirements will be rejected.
8. N.D.C.C. § 44-08-01 related to ND preference laws shall be applied to any responses received from out-of-state vendors.
9. Contact the Procurement Officer to receive a bid summary.

TERMS AND CONDITIONS

1. The Vendor must comply with all applicable State and Federal laws.
2. All material and workmanship are subject to inspection by UND. UND reserves the right to reject any commodities or services and terminate the contract if the Vendor fails to comply with the specifications, terms and conditions, or the seller's express or implied warranties. Rejected commodities will be removed at the Vendor's expense. Failure to satisfactorily perform may result in suspension or debarment from the State Bidders List.
3. UND may make a payment using a government credit card. Vendor will accept a government credit card without passing the processing fees for the government credit card back to the State.
4. UND shall make payment under this Contract within (30) thirty days after delivery and acceptance.
5. Supplemental terms and conditions on vendor documents are null and void, unless specifically accepted in writing by the State. All automated end user agreements (e.g. click-through) are specifically excluded, null and void. Clicking shall not represent acknowledgement or agreement to any terms and conditions contained in that agreement. Terms and conditions contained within any documents furnished by the Contractor, including packing slips, shall not supersede the terms and conditions of this contract.

6. This procurement and the resultant contract are subject to all applicable state laws, rules, policies and procedures.
7. New Equipment, Used Equipment, Refurbished Equipment and Materials Certification - Unless otherwise indicated in the detailed specifications of this solicitation, all equipment and materials will be new and under current production for use in the United States. All equipment and assemblies of equipment will be in full compliance with all current applicable standards established by federal, state, and local governments. The equipment must be listed and labeled by a nationally recognized testing laboratory (NRTL) or certified by field evaluation and labeled by a NRTL. All costs associated with required listings will be included in the bid price. Each piece of equipment or assembly of equipment offered in the response to this bid will be either listed and labeled or certified and labeled prior to shipment by the successful bidder.

Request for Quote Response Sheet			
Title:		Number:	
Award will be made:			
Date Delivery Required:			
Delivery (F.O.B. Destination) Address:			
Billing Address:			
Can your firm meet the delivery date requirements? (Circle One) YES NO			
Vendor Delivery Date (After Receipt of Order):			
Vendor Name:			
Address:			
City:		State:	Zip Code:
Contact Person:		Title:	
Telephone:		Email:	
Authorized Signature:			Date:

RESPONSE

Item No.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1		Each			
2		Each			
3		Each			
4		Each			
5		Each			
6		Each			
7		Each			
8		Each			
9		Each			
10		Each			
11		Each			
12		Each			
13		Each			
14		Each			
				GRAND TOTAL	\$