

QUOTE SHEET FOR GOODS – Use up to \$5,000. (Attach this form to every Bid Requisition)

| NAME: _____ | <u>MICRO VENDOR</u> QUOTE DATE: _____ | <u>SWAM VENDOR</u> QUOTE DATE: _____ | <u>VENDOR</u> QUOTE DATE: _____ | |
|--|---|--|---|--------------------------|
| eVA VENDOR ID OR DUNS NUMBER > | | | | |
| VENDOR NAME > | | | | |
| VENDOR ADDRESS > | | | | |
| CONTACT PERSON > | | | | |
| PHONE NUMBER > | | | | |
| FAX NUMBER > | | | | |
| QUANTITY | ITEM DESCRIPTION | UNIT PRICE / TOTAL PRICE | UNIT PRICE / TOTAL PRICE | UNIT PRICE / TOTAL PRICE |
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |
| (6) | | | | |
| DELIVERY DATE or TIME > | | | | |
| ARE SHIPPING/HANDLING COSTS INCLUDED IN TOTAL PRICE? YES or NO > | | | | |
| IF NO: CITE SHIPPING COST > | | | | |
| TOTAL ORDER VALUE > | | | | |

Once a quote is obtained and the price is considered fair and reasonable (contact the Procurement Officer if you need help to determine fair and reasonable), then proceed to Bid Requisition. If the price is not considered fair and reasonable, obtain an additional quote.

If you feel you cannot do business with a DSBSD-Certified Micro Business because of price or other reason, justify below.
