

## REQUEST FOR QUOTATION

Request for Quotation Number:	
Date Issued:	
Quotation Due Date and Time:	
Send Electronic Quotation to:	

<b>Bidder Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>		<b>Phone:</b>	
<b>City/State:</b>		<b>Email:</b>	
<b>Zip Code:</b>		<b>Fax:</b>	

- I. Syracuse University acting through its Purchasing Department (hereinafter referred to as "the University"), is accepting Quotations for \_\_\_\_\_. Bidder shall quote Labor & Equipment rates, Manhours, and Overhead for the following services, if applicable:

Item	Description - GOODS OR SERVICES	Qty	Specification	Documentation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

- II. This Quotation must remain firm for 90 calendar days from the date this Quotation is due.

III. Submittal Requirements:

- a. Bidder's Quotation Summary or SU provided Bid Form
- b. NDA (if req'd) Yes  / No
- c. Certificate of Insurance\* (\* if not currently on file) (if req'd) Yes  / No

# RFQ INSTRUCTIONS AND CONDITIONS

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## 1. PREPARATION OF QUOTATIONS

- a. Bidders are expected to examine the specifications, drawings, schedule, and all instructions. Failure to do so will be at the Bidder's risk.
- b. Each Bidder shall furnish the information required by this RFQ. The Bidder shall sign its Quotation and print or type its Name, Firm, Address, Telephone and Fax Numbers, Email Address and Date. The individual signing the Quotation must be an authorized agent of the Bidder.
- c. The University Sales Tax Exemption Number is 123698. Certificate will be provided upon request. Do not quote sales tax.
- d. The Bidder is to quote all transportation charges prepaid and add. Quotations must be firm.

## 2. EXPLANATION TO BIDDERS

- a. Any explanation desired by an Bidder regarding the meaning or interpretation of the RFQ, drawings, specifications, etc., must be requested in writing at least seven (7) calendar days prior to the Quotation Due Date and Time. Please submit all questions to the RFQ PURCHASING AGENT. The University will provide a written response to all prospective Bidders if such information is necessary to Bidders in submitting Quotations on the RFQ.
- b. Receipt of an amendment to an RFQ by an Bidder must be acknowledged by signing and returning the amendment, or by letter. Such acknowledgement must be received prior to the Quotation Due Date and Time.

## 3. SUBMISSION OF QUOTATIONS

- a. To receive consideration, Bidder must provide either one hard copy Quotation or one electronic Quotation. All price quotations must be made directly in the provided document (either electronic or hard copy).
- b. Hard copy Quotations shall be enclosed in sealed envelopes and addressed to the RFQ PURCHASING AGENT.
- c. Samples of items, when required, must be submitted within the time specified, and unless otherwise specified at no expense. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified by the RFQ.

## 4. MODIFICATION OR WITHDRAWAL OF QUOTATIONS

Quotations may be modified or withdrawn by written notice received prior to the Quotation Due Date and Time. A Quotation also may be withdrawn in person by the Bidder or his authorized representative, provided his identity is made known and he signs a receipt for the Quotation, but only if the withdrawal is made prior to the Quotation Due Date and Time.

## 5. LATE OFFERS AND MODIFICATIONS OR WITHDRAWALS

Offers and modifications of Quotations received at the office designated in the RFQ after the Quotation Due Date and Time will not be considered.

## 6. AWARD OF SERVICES AGREEMENT OR PURCHASE ORDER

- a. A services agreement or purchase order will be awarded to that responsible Bidder whose Quotation conforming to the RFQ will be most advantageous to the University. Price, quality, delivery, Bidder's past performance and other factors may be considered in the award of a services agreement or purchase order. The University may investigate and/or require additional information deemed pertinent by the University to fully evaluate an Bidder and its response to this RFQ.
- b. The University reserves the right to reject any or all Quotations and, unless otherwise specified by the Bidder, the University reserves the right to add and/or delete any or all of the requested items.

## 7. COMPLIANCE TO UNIVERSITY TERMS AND CONDITIONS

By submitting a Quotation the Bidder acknowledges and accepts -

- a. University Requirements & [University's Standard Terms & Conditions](#)
- b. [Supplier Code of Conduct](#)
- c. [Contractor Behavior and Safety Guidelines](#)