

REQUEST FOR QUOTATION <small>(Rev 1 – 8/11/16)</small>	QUOTE DUE DATE AND TIME:
UNIVERSITY OF LOUISIANA AT LAFAYETTE	
REQUISITION No.	RETURN QUOTE TO: University of Louisiana at Lafayette Department: CONTACT INFORMATION NAME: PHONE: EMAIL: ISSUE DATE:
TITLE:	

General Instructions to Quoting Vendor

1. Quotes for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing UL Lafayette Campus/Department at the "Return Quote To" information stated above, until the specified due date and time. Quoting vendor is solely responsible for the timely delivery of quote documents. The University is not responsible for any delays caused by the quoting vendor's chosen means of quote delivery.
2. Quotes must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, the person signing the quote must be: (1) any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the quote is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the secretary of state; or (2) an authorized representative of the corporation, partnership, or other legal entity and the quoting vendor submits or provides upon request a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity, including registration on an electronic Internet database maintained by the public entity; or (3) entity has filed in the appropriate records of the secretary of state in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit quotes for public contracts.
3. Read the entire solicitation, including any and all terms, conditions and specifications.
4. All quote information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the quoting vendor.
5. Prices shall include all delivery charges paid by the vendor, F.O.B. UL Lafayette Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the UL Lafayette purchase order are subject to rejection and non-payment.
6. By signing this solicitation, the quoting vendor certifies compliance with any and all general instructions to quoting vendors, terms, conditions and specifications; and further certifies that this quote is made without collusion or fraud.
7. In making this quote, each quoting vendor represents that: They have read and understand the quote documents and the quote is made in accordance herewith, and the quote is based upon the specifications described in the quote documents without exception.
8. By its submission of this Proposal and authorized signature below, Quoting vendor certifies that the information contained in its response to this RFQ is accurate; Quoting vendor complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the requirements specified therein; Quoting vendor agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Quote Form; Quoting vendor accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this RFQ.
9. Quoting vendor confirms that its quote will be considered valid until award is made.

Official Company Name _____

Printed Name _____

Signature _____ Date _____
(Signature MUST be HAND SIGNED and should be in Blue ink)

Telephone Number _____ E-Mail _____

Standard Terms and Conditions

Complete Terms and Conditions to be made a part of the issued purchase order.

1. Contract

The solicitation specifications and terms and conditions are made part of any resulting purchase order/contract as if fully reproduced herein. The order shall not be amended by any vendor contract, form, etc. Departments are expressly prohibited from signing any vendor forms.

2. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana. The Nineteenth Judicial District Court for the Parish of East Baton Rouge, State of Louisiana, shall have exclusive jurisdiction and venue over and shall be the exclusive forum for adjudication of any and all actions between the State and Vendor for any claim or cause of action arising under or by virtue of this contract, whether the action is on the contract or for breach of the contract or whether the action is for declaratory, injunctive, or other equitable relief.

3. Delivery

Vendor is responsible for making timely delivery in accordance with its quoted delivery terms. Vendor shall promptly notify the UL Lafayette Department and/or Purchasing Office of any unforeseen delays beyond its control.

4. Awarded Products

Only those awarded brands and numbers stated in the UL Lafayette issued order are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the UL Lafayette Purchasing Office. Any defect in any product may cause its rejection.

5. Taxes

UL Lafayette is exempt from all Louisiana state and local sales and use taxes. Resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

6. Vendor Invoices / Payment Terms

Invoices shall reference the purchase order number, vendor's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, show the amount of any prompt payment discount, and shall be submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier are not acceptable. Unless otherwise contracted, payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.

7. Assignment of Contract / Contract Proceeds

Vendor shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the UL Lafayette Purchasing Office.

**REQUEST FOR QUOTATION
SPECIFICATIONS**

Quotes submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the Louisiana Procurement Code (R.S. 39:1551-1736); Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms, conditions, and specifications stated in this solicitation.

Please quote your prices on the item(s) listed below. Enter your quotation(s) in the spaces provided on this form. THIS IS NOT AN ORDER. The University reserves the right to reject any or all quotes. The University assumes the right to increase, reduce, or completely eliminate entire item or items from quotation after an analysis of the quotes. The University also reserves the right to award this proposal on an individual item basis, a combination of items basis, or as a total package to one vendor, whichever is in the best interest of the University.

Quoting vendors shall meet the minimum specifications stated for each item listed.

Item #	Description/Specifications	Quantity	Unit Price	Total
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Total \$ _____

Unit price listed to be inclusive of all fees necessary to complete assigned deliverables. Travel expenses will not be reimbursed. Unit prices shall be firm.

Delivery can be made within _____ day after receipt of order.