

University of Louisiana at Lafayette  
Purchasing Office  
Lafayette, Louisiana 70504

**REQUEST FOR FAX QUOTATION**

This is an inquiry, NOT AN ORDER. Please FAX

your quote or "no bid" to \_\_\_\_\_

NO LATER THAN 4:00 pm,

\_\_\_\_\_  
Date Sent

\_\_\_\_\_  
(Due Date)

Name and Complete Address of Bidder (Firm or Individual)

[ \_\_\_\_\_ ]

[ \_\_\_\_\_ ]

**IMPORTANT:**

All inquiries concerning this Request for Quotation

must refer to REQUISITION NO: \_\_\_\_\_

Telephone inquiries are to be directed to:

DEPARTMENT - \_\_\_\_\_

CONTACT - \_\_\_\_\_

TELEPHONE NO. - \_\_\_\_\_

**TO THE BIDDER:**

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 bids. Official rules and regulations of the State of Louisiana for purchasing shall apply to all procurements. The University assumes the right to increase, reduce, or completely eliminate entire item or items from quotation after an analysis of the bids. 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.

ITEM	QTY	UNIT	DESCRIPTION	MFG NAME and NO.	UNIT PRICE	AMOUNT
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**TOTAL \$**

DELIVERY CAN BE MADE WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER.

TERMS \_\_\_\_\_  
(Discounts for less than thirty [30] days  
will not be considered in making award.)

FOB \_\_\_\_\_  
(Unless otherwise stated, transportation charges  
are prepaid to UL Lafayette, Lafayette, LA.)

I hereby certify that the above quoted prices will remain in effect until the merchandise is delivered - provided I am awarded any part thereof and order is placed within thirty (30) days after due date. This quotation is submitted by:

FIRM NAME \_\_\_\_\_

QUOTATION SUBMITTED  
WITHOUT SIGNATURE  
NOT ACCEPTABLE...

SIGNED BY \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_