

REQUEST FOR QUOTATION

SUBMIT BID TO:

EMPORIA STATE UNIVERSITY
 Contoller's Office/Purchasing
 1 Kellogg Circle
 Plumb Hall 105
 Emporia, KS 66801

QUOTATION NO.: _____

DATE SENT: _____

CLOSING 2:00 P.M. CST: _____

DEPT P.R. NO.: _____

THIS IS NOT AN ORDER

Vendor _____
Address _____
City _____ ST _____ Zip _____

For additional information or questions, contact the Purchasing office at (620) 341-5134
 purchaseorders@emporia.edu

1. In communicating always refer to the above Quotation number.
2. In order to receive consideration for award, one copy of this "Request for Quotation", properly completed and signed, must be returned to and received by the ESU Purchasing Office no later than the specified closing date and time.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Purchase orders or contracts resulting from this quotation may not be assigned without prior written approval of the ESU Director of Purchasing.
5. The seller agrees to protect the purchaser from all damage arising out of alleged infringements of patents.
6. Unless otherwise specified, the right is reserved to accept or reject all or any part of this quotation.
7. Prompt payment discounts will not be considered in determining the low bid.
8. Prices quoted shall be less Federal Excise and State Sales taxes.
9. If given an order, Bidder agrees to furnish the items enumerated hereon at the price(s) and under the conditions indicated.
10. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act against Discrimination, K.S.A 44-1030 ET. Seg.
11. Contractual Provisions Attachment DA-146a applies to all bids.

Item #	QTY	Unit	Description of Material or Service	Unit Price	Amount
			Delivery will be made within _____ calendar days after approval of proofs. Delivery time may be taken into consideration for award.		

By signing the quotation, the bidder certifies that:

-I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of interest is one that is reasonable person would think would compromise the open, competitive process.

-The merchandise quoted meets or exceeds the specifications and requirements described herein.

FEDERAL EMPLOYER I.D. NO. (FEIN) _____

PAYMENT TERMS: _____ DELIVERY TO BE: _____ DAYS AFTER RECEIPT OF ORDER. DATE: _____

SIGNED BY: _____ PRINT NAME: _____ TITLE: _____

TOLL FREE/PHONE#: _____ FAX#: _____ EMAIL: _____